



## 2019 Social Planning Information

The following includes important information for planning social events (breakfasts, luncheons, and receptions) for the 2019 SHAPE America National Convention & Expo to be held in Tampa, FL.

All requests for meeting space must be made to the SHAPE America Events Management Office through a **Social Events Application** (link provided below). Space will be assigned on a first-come basis, subject to availability. All attempts will be made to accommodate requests until March 11, 2019. Please note that the 2019 SHAPE America National Convention & Expo is a “paper-light” event. No program book will be distributed at the convention. All events will be included in the online program schedule available on the SHAPE America website and through the convention mobile app unless specifically requested to be left out of the program.

### Scheduling

Food and beverage events may not conflict with general sessions (Wednesday, April 10: 10:30 a.m. – 12:00 p.m. or Friday, April 12: 9:15– 10:45 a.m.) or the Opening Celebration (Wednesday, April 10: 5:30– 7:30 p.m.). When planning breakfast events, please remember that program sessions begin at 7:30 a.m. Receptions and dinners cannot begin before 5:30 p.m.

<b>Guidelines for Planning Social Events</b>
<p><b>Space Assignment</b></p> <p>Most social events will take place at the Marriott Tampa Waterside Hotel. There is no charge for meeting space that is assigned at SHAPE America contracted facilities, as long as the social event utilizes a minimum of \$500 in food and beverage expenses. All expenses associated with food, beverages, service staff, etc. are the responsibility of the social event applicant/planner and will be arranged directly with the hotel after SHAPE America confirms space assignment.</p>
<p><b>Payment/Billing Arrangements</b></p> <p>You are responsible for ordering and paying for your own events.</p>
<p><b>Confirmation</b></p> <p>Once space has been assigned, a confirmation email will be sent to the social event applicant/planner. We will begin reaching out to all social event applicants/planners on February 15, 2019 in the order of submission. All applicants/planners will receive a notification of status or confirmation by March 18, 2019. The confirmation will include the hotel room assignment, as well as details for making arrangements and ordering food for your event using the Marriot Tampa Waterside Hotel catering menus.</p>
<p><b>Audiovisual</b></p> <p>If audiovisual equipment is required, these requests can be included when ordering your food/beverage. Any audiovisual equipment will be at the expense of the social event applicant/planner.</p>

### Hotel Policies

When planning your event, remember that hotel policies regulate that food and beverages may not be brought into the hotel from outside sources. All food and beverages served in a meeting room or hospitality suite must be ordered from the hotel. The hotel maintains an alcohol license on premise and must adhere to all federal and state laws regulating the sale and service of alcoholic beverages. Any violation of these regulations may jeopardize the hotel's license. Your cooperation is expected in honoring the hotel's policy, which prohibits any alcoholic beverages from being brought in from outside sources without authorization. Appropriate fines will be assessed against any group in violation of these policies.

### Social Events Application

To enter a social event request:

1. Access the Social Event Submission Portal [here](#). Select the orange “Begin a Submission” button under “Social Events” at the bottom of the page.
2. When prompted to log in, log in utilizing your SHAPE America credentials. If you do not have a SHAPE America account, you will need to create one in order to submit your social event application. Please note that you do not need to become a member, only create an account. If you have difficulty creating or accessing your account, please reach out to our membership team at 1-800-213-7193 or [membership@shapeamerica.org](mailto:membership@shapeamerica.org).
3. Enter all the information for your event on the setup session step. Your session title should be the name of your event exactly how you'd like it listed in the online program. When listing your preferred time, please be sure to include a start and end time for your event. Be sure to click save at the bottom of the page to move on to the next step.
4. On the next step (people), enter contact information for the social event planner/applicant. You can search for people who are already listed in the database. Simply enter their first/last name or email address in the search bars, select the role for that individual (planner, presenter, or both), then click “search.” If the individual appears after searching, click the radio button next to their name and click “select” if making no changes, or click “select and edit” to make changes to their affiliation. If the individual you are adding does not appear, select the “not found – Enter a new name” option and enter the appropriate information. Please note that all lines indicated with an asterisk are required when adding a new individual. You must list a planner for your event. We will reach out to the planner to confirm details and next steps using the contact information provided in this step of the submission process.
5. On the next step, list your event description exactly as you would like it to appear in the online program for the event. Click “save and continue” to move on to the confirmation step.
6. Review the information for your social event proposal, then click the “submit” button at the bottom of the page. Please note that SHAPE America will not receive your submission until you click submit.

Questions? Contact [education@shapeamerica.org](mailto:education@shapeamerica.org).