

AFFILIATE FUNCTION SPACE REQUEST

The CFF is holding limited space at the headquarter hotel, the Omni Nashville, for affiliate meetings held in conjunction with NACFC 2019. Organizations interested in hosting functions during NACFC must first obtain CFF approval, regardless of its location. Meetings will be approved on a first-come, first-served basis.

- Affiliate group functions must adhere to CFF regulations and may not conflict with NACFC programming (see approved meeting times below).
- Affiliate groups are responsible for all costs associated with services ordered (i.e. catering, A/V, internet, entertainment, etc). Payments are due directly to the assigned hotel.
- Program development, meeting materials, registration, and invitations are the group’s responsibility.
- If your meeting requires setup time prior to your meeting start time, you must indicate that in the function specifications section below.
- Please complete the section labeled publishing information. Only meetings that have indicated their desire to be published by checking the appropriate box will appear in the final conference program and on the NACFC website.
- Complete ALL FIELDS and use one application per function; applications must be submitted via email by August 9 to Christie Riley, criley@cff.org.
- NACFC Show Management will provide written acknowledgement of your request within 14 business days of receipt, and provide contact information for the event sales manager, banquets, and in-house A/V at your assigned meeting property at that time.

**Functions may not conflict with NACFC programming.
Meeting space is available on a first-come, first-served basis as follows:**

Tuesday, Oct. 29 5:00 p.m. – 11:00 p.m.	Wednesday, Oct. 30 7:00 a.m. – 11:00 p.m.	Thursday, Oct. 31 8:00 p.m. – 11:00 p.m.	Friday, Nov. 1 8:00 p.m. – 11:00 p.m.
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Attendance Policy

The CFF Attendance Policy states that for events and activities: Only one person with CF should attend any camp, educational retreat, or CF Foundation sponsored indoor event.

This policy is in place to preserve the health and well-being of people with cystic fibrosis, by reducing the risk of getting and spreading dangerous germs. As a non-CFF Staff member who is organizing an affiliate event, you are encouraged to coordinate with the Foundation’s Meeting team to develop video conference solutions to eliminate the potential risk from in-person attendance. Although this is discouraged, if you intend to invite a person with CF, please be sure that they are aware of the potential risks. NACFC does not require that people with CF identify themselves. Therefore, we cannot say with certainty that an invited guest will not be in proximity to another person with CF.

For more information regarding the IPC Guidelines please visit our website: <https://www.cff.org/Care/Clinical-Care-Guidelines/Infection-Prevention-and-Control-Clinical-Care-Guidelines/Infection-Prevention-and-Control-Clinical-Care-Guidelines/>.

For information regarding the Foundation’s attendance policy, visit: <https://www.cff.org/About-Us/About-the-Cystic-Fibrosis-Foundation/Attendance-Policy-for-CF-Foundation-Events/>

Required

By checking this box, I certify that the meeting requestor has read and understands the CFF IPC Guidelines.

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CONTACT INFORMATION

Company Name		Contact Person	
Street Address			
City	State	Zip Code	
Phone	Email		

FUNCTION SPECIFICATIONS (FINAL DATE/TIME/LOCATION WILL BE DETERMINED BY THE CFF BASED ON SPACE AVAILABILITY.)

Function Name	Anticipated # of Attendees	
Preferred Date and Preferred Hotel	Start Time	End Time

Primary Purpose of Function *(provide as much detail as possible)*

- Check here if your event will be sponsored or attended by corporate, pharmaceutical, or medical device organizations.
Note: The CFF requires review of all marketing materials prior to printing and distribution.

PUBLISHING INFORMATION

Meeting Name to be published	Start Time	End Time
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Check all that apply:

- | | |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Function is open to all NACFC attendees | <input type="checkbox"/> Function is by invitation only |
| <input type="checkbox"/> Publish function in the NACFC <i>Final Program</i> | <input type="checkbox"/> Do not publish function in the NACFC <i>Final Program</i> |

ROOM SETUP (CHECK ALL THAT APPLY)

Once approved, your meeting will be provided the Event Manager and A/V provider contact info for your hotel to coordinate meeting needs and specifications. The items below have an impact on space requirements for room assignment purposes.

- | | | |
|-----------------------------------------------------|---------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Riser/Stage | <input type="checkbox"/> Classroom | <input type="checkbox"/> Projector & Screen(s) |
| <input type="checkbox"/> Head Table for # ____ | <input type="checkbox"/> Theatre | <input type="checkbox"/> F&B Buffet Table In Room |
| <input type="checkbox"/> Rounds for # ____ | <input type="checkbox"/> Hollow Square for # ____ | <input type="checkbox"/> F&B Buffet Table Outside Room |
| <input type="checkbox"/> Crescent Rounds for # ____ | <input type="checkbox"/> Reception | |
| <input type="checkbox"/> Other _____ | | |

Please return this form to:

Christie Riley
Meetings Specialist
Email: criley@cff.org