LECOM at BRADENTON HOSPITAL DAY 2017 MONDAY, AUGUST 21, 2017 The Ritz-Carlton Sarasota, FL

Sponsored by the Lake Erie College of Osteopathic Medicine (LECOM)

An Invitation to All,

The Administration and Students at LECOM invite you to participate in the annual LECOM at Bradenton Hospital Day on Monday, August 21, 2017. We encourage interested hospitals to register early. LECOM Hospital Day is complimentary to hospital and institution representatives.

LECOM Hospital Day affords the opportunity to meet with first, second, third and fourth- year medical students from the LECOM Bradenton campus to discuss rotation opportunities at your hospitals. LECOM Hospital Days provides also a forum to interact with third and fourth-year medical students who are considering hospitals for their post graduate training.

We also extend an invitation to spouses and significant others of the medical students to participate. This may be a consideration for your hospital when providing information to future trainees who attend. Often, medical students' decisions for rotation sites and post graduate training are based on housing, educational opportunities, and social and cultural offerings.

LECOM Hospital Days have been well attended in prior years and we anticipate the same level of enthusiasm for attending the events in 2017. We expect approximately 450 students to attend the event. All registrations should be submitted to Christine Carr via email christine.carr@lecom.edu no later than July 28, 2017. Please see Registration Form page 6.

We look forward to seeing many of the representatives of hospitals who have attended previously and those who will be attending for the first time.

Sincerely,

Chris Carr

Christine Carr Administrative Assistant to the Office of the Dean 5000 Lakewood Ranch Boulevard Bradenton, FL 34211-4909

Accommodations and Location

LECOM Bradenton Hospital Day 2017 will be hosted at The Ritz-Carlton, Sarasota in Sarasota, Florida this year. The Ritz-Carlton is located on the Sarasota bay front a few minutes from the Sarasota-Bradenton airport and within easy reach of I-75.

A 6-foot X 30-inch table will be provided. Snacks and beverages will be provided throughout the event for all program representatives and a buffet lunch will be served at The Ritz-Carlton, Ca' D'Zan Lounge, upon conclusion of the event.

If you are unfamiliar with Hospital Day, most institutions bring a portable display which can be set up on a tabletop along with brochures, handouts or giveaways which the students can take with them.

Please do not send display material to LECOM. We have no means of transporting it to the event site. LECOM Bradenton will not be responsible for any displays that remain after the event. Arrangements must be made with The Ritz-Carlton for return shipment. Please see "The Ritz-Carlton Sarasota Policies" on page 3 for package and handling fees.

Please see "Lodging in Sarasota Area" on page 4 for a list of additional places to stay. LECOM/LECOMT will not be offering a block room rate at The Ritz-Carlton, Sarasota for non-LECOMT member hospitals. There are no exceptions to the reservation listing provided by LECOMT to The Ritz-Carlton.

The Ritz-Carlton Sarasota Policies

Signs and Banners

The Hotel has the following policy with respect to signs in the banquet and meeting areas. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape of any other substance in order to prevent damage to the fixtures and furnishings. No signage of any kind is permitted in the lobby or on the public grounds.

<u>Package and Handling Fees</u>—Packages for meeting may be delivered to the Hotel three (3) working days prior to the date of the function.

There is a charge for the handling of all boxes and packages shipped to and/or from the hotel:

\$5.00/Box – Standard boxes 36"X36" or less

\$ 10.00/Box – Oversized boxes exceeding 20 pounds

No C.O.D. shipments will be accepted.

Customers are responsible for return shipping of all packages - prepaid only.

The following information should be included on all packages:

Your Hospital Name LECOM Bradenton Hospital Day 2017 – August 21, 2017 The Ritz-Carlton, Sarasota 1111 Ritz-Carlton Drive Sarasota, FL 34236

Your boxes/display materials will be stored in the meetings/special events cage until the day of the event. Concierge staff will deliver items to the meeting rooms.

High Speed Internet Access per day

See Exhibitor Order Form attachment

Broadband – Wireless 1st connection...\$21.00

High-speed internet connection can be arranged by contacting Maggie Burton at The Ritz-Carlton (see Exhibitor Order Form attached separately) at least three (3) business days prior to the event.

Pavment

Billing information is listed directly on the *Exhibitor Order Form*. All orders are subject to a 24% Service Charge and appropriate state tax.

Parking

2017 Overnight Valet Parking fees are \$26.00 per vehicle per day. Please note that Self-Parking Facilities are not available at The Ritz-Carlton, Sarasota.

Ms. Burton can be contacted by phone at (941) 309-2960 or by email to Margaret.Burton@ritzcarlton.com.

Lodging in Sarasota Area

Hvatt Regency Sarasota

1000 Boulevard of the Arts Sarasota, FL 34236

Local: (941) 953-1234 Toll Free: 1-800-591-1234

Sarasota.hyatt.com

Courtyard Sarasota Bradenton Airport

850 University Parkway Sarasota, FL 34234 Local: (941) 355-3337 www.marriott.com

Hampton Inn & Suites Sarasota Bradenton Airport

975 University Parkway Sarasota, FL 34243 Local (941) 355-8140

www.HamptonInn.com

Courtyard Sarasota University Park

8305 Tourist Center Drive (Exit 213) University Park, FL 34201 Local: (941) 360-2626

www.marriott.com

Hampton Inn & Suites

8565 Cooper Creek Blvd. University Park, FL 34201 Local: (941) 355-8637 www.HamptonInn.com

Residence Inn Sarasota Bradenton

1040 University Parkway Sarasota, FL 34234 www.marriott.com

Local: (941) 358-1468

Hyatt Place Sarasota 950 University Parkway

Sarasota, FL 34234 Local: (941) 554-5800 www.place.hyatt.com

SpringHill Suites Sarasota Bradenton

1020 University Parkway Sarasota, FL 34234 Local: (941) 358-3385 www.marriott.com

Hilton Garden Inn Sarasota Bradenton Airport

8270 N. Tamiami Trail

Sarasota, FL 34234 1-877-782-9444 Local: (941) 552-1100

hiltongardeninn3.hilton.com

Holiday Inn Sarasota Airport

8009 15th Street East Sarasota, FL 34234 1-877-410-6667 Local: (941) 355-9000

www.HolidayInn.com

Hotel Indigo

1223 Boulevard of the Arts Sarasota, FL 34236 1-877-846-3446 www.hotelindigo.com

LECOM Bradenton Hospital Day—Monday, August 21, 2017

8:00 am – 9:00 am Registration—Room Pre-function I

Set Up-Rooms Plaza I and II

9:00 am – 1:00 pm Visitation with students

1:00 pm Conclusion of LECOM Bradenton Hospital Day 2017

Representatives at this time are asked to pack up their displays. We also ask that each hospital complete a survey to assist us in improving LECOM Bradenton Hospital Day in the future. *See

details below.

1:30pm Luncheon buffet served to representatives at the Ca' D'Zan

Lounge in the hotel

* LECOM asks that you complete an evaluation of Bradenton Hospital Day 2017, which has been included in your information packet. Evaluations should be returned to the front registration desk upon completion of Hospital Day. Or evaluations can be returned via the following methods:

E-mail: christine.carr@lecom.edu

<u>Fax</u>: 941-782-5739 Mail: Christine Carr

Administrative Assistant to the Office of the Dean

5000 Lakewood Ranch Boulevard Bradenton, FL 34211-4909

Registration—LECOM Bradenton Hospital Day 2017

Monday, August 21st from 9:00 am—1:00 pm The Ritz-Carlton, Sarasota 1111 Ritz-Carlton Drive, Sarasota, FL 34236

Hospital or Institution Represented:			
Address:			
City:		State:	Zip:
Contact Person			
Telephone:			
E-mail Address:			
One, 6-foot table will be p	provided.		
Please list the clerkship/n	rotations offered to L	ECOM students by y	our institution:
Please list the residencies offered by your institution:			
List the name of represe badge(s). We limit a ma	,	, ,	rmation should appear on name
	_	_	LECOM
Name:	Degree:	Title:	graduate/year?
			_
2.			
3.			
4.			
How many representative event?	ves will stay for the lu	nch buffet that follow	vs the

Please complete the registration form and return to Christine Carr via email at <u>christine.carr@lecom.edu</u> or fax to 941-782-5739 by **July 28, 2017**. A confirmation e-mail will be sent upon receipt of your registration.