



# 50 Questions to Ask

## Before Booking a Medical Meeting or Training

Now, more than ever, there are a multitude of important details to consider when planning a medical meeting or event. From compliance requirements and reporting to speaker and lab logistics coordination, preparation is key – especially when it comes to choosing your venue.

Before you sign your meeting venue contract, use this convenient checklist to cover key questions and take notes.



### Goals and Objectives

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- 1. What is your venue’s ownership model?
  - Is it physician-owned?
  - A teaching hospital (under CMS/Sunshine)?
  - Affiliated with a medical school?

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- 2. Are there separate spaces for all the different types of activities to be hosted?
  - Attendee registration
  - Hands-on training labs
  - General sessions
  - Networking and meal breaks
  - Locker rooms/changing facilities

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- 3. Can the space accommodate any large equipment or special room set-ups that may be required?

### COVID-19 Preparedness

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- 4. Is the facility have GBAC STAR Facility Accreditation?

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- 5. How is social distancing enforced?

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- 6. What air circulation and filtration practices are in place?

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- 7. What is the cleaning and disinfection process?

### Availability and Location

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- 8. Is the venue available on our desired date?

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- 9. How far in advance is booking recommended?

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- 10. How close is the venue to major transportation hubs?

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  - 11. When is the earliest we can start setting up? And how much time is available for breakdown?

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  - 12. Does the venue accept shipments or deliveries prior to our meeting?

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  - 13. If specimens are to be used, when and where will they be stored?

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  - 14. Can you place a 24-hour hold on the space and is there an extra charge for the hold?  
(meaning if your program is more than one day, the venue can't sell that space to another event when you're not using the rooms)?
    - Is there an extra charge for a 24-hour hold?

## Amenities

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- 15. Does the venue offer lab space? If so, how much?
  - How many participants can you host in the lab?
  - What kind of clinical and surgical equipment is available?
  - Is the lab clinical and surgical equipment included in the venue rental costs, or do additional fees apply?
  - How is lab equipment cleaned and sterilized before each session?
  - Does the venue provide scrubs and shoe covers?

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- 16. Does the venue have access to any virtual reality simulation education equipment?

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- 17. How easy is it for attendees to get around the venue?
  - Are all meeting rooms and spaces located on one floor?

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- 18. Is on-site parking available?

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- 19. What types of sleeping accommodations are nearby?

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- 20. Can the venue assist in discounted arrangements with other suppliers (i.e. transportation companies, local restaurants, hotels, etc.)?

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- 21. How many restrooms are available?
  - Are there dedicated restrooms for attendees?

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- 22. Do locker rooms include showers?

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- 23. What is the typical turn-time for rooms (i.e. changing a keynote set-up into breakout sessions)?

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- 24. Is there a dedicated area for attendee registration?

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- 25. What kind of signage is used to help attendees with wayfinding?

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- 26. Are there any special venue restrictions (i.e. décor, music, etc.)?

## Venue Staffing

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- 27. What is the staff's experience with medical meetings?
- 28. Is the venue staff versed in greeting and working with international attendees?
- 29. Will venue staff be available to assist with staggered arrivals?
  - Can they also assist with check-in/registrations?

## AV and Technology

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- 30. What AV is included in my meeting room charge?
- 31. What HD capabilities does the venue offer?
- 32. Does the room rental cost also include technician(s) and labor?
- 33. What are the technical backgrounds of your AV staff?
- 34. Is the venue wired for video livestreaming?
  - Do you offer session recording and pre-recording, and if so, how much?
- 35. What internet options and capabilities does the venue offer?
- 36. How are Hybrid meetings handled?
- 37. Is there an on-site control room or HD broadcast studio?
- 38. How are equipment and specimens loaded-in/loaded-out (i.e. a dedicated loading dock, freight elevator, etc.)

## Food and Beverage

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- 39. Does your venue offer catering?
  - Can we choose our own vendors, or do you have a list of preferred vendors?
- 40. What kinds of food options are offered:
  - Vegan?
  - Gluten-free?
  - Kosher?
  - Halal?
- 41. Are there options for individually packaged food and beverage items?
- 42. Are boxed meals available for placement at designed seats at each event?

## Safety and Security

- 43. What kind of security personnel and equipment does the venue provide?
- 44. Is security included in the rental fee?
- 45. How secure is the facility?
  - Is there 24/7 closed-circuit monitoring?

## Payment Policies

- 46. What is the cost to rent the venue for our meeting's date and time?
  - Are there any additional costs like service charges, gratuities, cleaning fees, or overtime charges?
- 47. Is there a cost difference between booking weekdays versus weekends?
- 48. What is your policy regarding last minute changes or cancellations due to weather or other unexpected events?
- 49. What kind of deposits/payment schedule is required?
- 50. What are insurance requirements?



To learn more about hosting a medical meeting or training at the OLC,  
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