



NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS

Leading the Way to Healthier Communities

NYSACHO is soliciting proposals for our annual Public Health Leaders Summit taking place first/second week in October of 2024 on a Wednesday, Thursday and Friday for about 65 participants. Please submit your proposals to Laura Gibson, Program and Event Planning Specialist at lgibson@nysacho.org by **October 13, 2023**.

NYSACHO's Annual Public Health Leaders' Summit

Wednesday, Thursday, and Friday Schedule

- 2.5 day event
- ADA Accessible meeting, dining, and guest rooms required.
- 3 Government rate rooms if possible
- NYSACHO is a tax-exempt organization.
- Prefer Direct Billing
- Will need a registration table out by the meeting space for all 3 days- 2 6 foot tables with 2 chairs each, if possible
- Space to set up our Step and Repeat

Room Block

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|-----------|--|
| Tuesday | 8 rooms- NYSACHO staff arrive the night before |
| Wednesday | 50 rooms- at least |
| Thursday | 70 rooms |
| Friday | Guests may want to stay longer- Pay on own |

Day 1- Wednesday- Half Day of Meetings

- Schedule Example:
 - Registration opens at 12:00 pm
 - Meeting begins at 1:00 pm
 - Adjourn around 5:00 pm
 - Dinner at 6:00 pm
- Conference room that fits 45, with the possibility to expand to 65- Half rounds
- AV
 - Projector
 - Screen
 - Wired Podium with microphone
 - 2 Handheld mics
 - Cart/table for projector
 - Power cable at projector cart

- Meals- All rounds
 - Buffet Lunch
 - Typically for 45
 - Buffet dinner
 - Typically for 65
 - We tend to request a cash bar

Day 2- Thursday- Full Day of Meetings

- Schedule Example:
 - Registration opens at 7:30 am
 - Breakfast at 8:00 am
 - Meeting begins at 9:00 am
 - Lunch at 12:00 pm
 - Adjourn around 5:00 pm
 - Dinner at 6:00 pm
- Conference room that fits 70- Half rounds
- AV
 - Projector
 - Screen
 - Wired Podium with microphone
 - 2 Handheld mics
- Meals- All rounds
 - Buffet breakfast
 - For 65
 - Buffet Lunch
 - For 65
 - Buffet dinner
 - For 65
 - We tend to request a cash bar
 - We typically do a fun event after dinner that requires AV- in 2022 we did a Karaoke night, and in 2023 we are hosting our own rendition of Family Feud

Day 3- Friday- Half day of meetings

- Schedule Example:
 - Registration opens at 7:00 am
 - Breakfast at 8:00 am
 - Meeting begins at 9:00 am
 - Boxed lunches out at 11:30 pm
 - Adjourn and leave venue around 1:00 pm
- Conference room that fits 70- half rounds
- AV
 - Projector
 - Screen
 - Wired Podium with microphone

- 2 Handheld mics
- Meals- all rounds
 - Buffet breakfast
 - For 65
 - Boxed Lunch to go

Please submit your proposals to Laura Gibson, Event and Program Planning Specialist at lgibson@nysacho.org by **October 13, 2023**.