

## SCW Fitness - Hotel Pre-Conference Meeting Agenda - BOSTON

1. Hand out to all hotel staff:
  - a. Event Schedule/Map
  - b. Thursday Cert Map
  - c. Sunday Cert Map
2. Provide Hotel with Cell Phone Numbers
  - a. Denise Johnston (Event Coordinator) 678-793-3671
  - b. Beth Kahny (Onsite Ops Director) 402-649-9700
  - c. Sara Kooperman (CEO) 847-274-6308
3. Review location of SCW Registration, so hotel staff can point attendees in the right direction
4. Share busy times for hotel
  - a. Thursday evening and Friday morning
  - b. Review map/pullout chart with hotel staff and highlight break times – Breaks have changed
  - c. Hotel desk/registration and restaurants will be busier during these times
  - d. Friday
    - i. 6:30am-7:30am
    - ii. 10:15am-11:00am
    - iii. 12:15pm - 2:45pm – explain staggered lunch breaks
    - iv. 4:00pm - 4:30pm
  - e. Saturday
    - i. 6:30am-7:30am
    - ii. 8:45am - 9:15am
    - iii. 10:30am-11:00am
    - iv. 12:15pm – 2:45pm– explain staggered lunch breaks
  - f. Sunday
    - i. 6:30am-7:30am
    - ii. 10:15am – 10:45am
5. Provide additional staff at restaurants (cooks, hostess, waiters/waitresses, etc.) from 12:00pm to 3:00pm on Friday and Saturday – Review other break times too! Grab and Go!
  - a. Healthy snacks preferred – fruit, bars
  - b. Lunches – soups, salads, wraps – turkey, chicken, veggie option
  - c. Cookies for dessert (chocolate is a food group!)
6. Make Starbucks aware of break times
7. Have Bellmen and Hotel staff aware of breaks for water replenishment, etc.
8. Hotel provides signage and/or flyers promoting restaurants and discounted lunch specials - quick soups and salads
  - a. We will place at SCW Registration during check-in (Thurs night please)
9. All SCW meeting spaces should be:
  - a. Unlocked every morning by 6:00am
  - b. Locked no sooner than 10:00pm on Fri. unless otherwise directed by Denise/Carter –
  - c. Please provide five (5) keys
10. Please turn off music in Expo Foyers, Pool Area, and all Activity Rooms
11. Hotel should only use black tablecloths if available

12. All SCW staff rooms (including Sara Kooperman's room) must be near the Suite and close to the elevator
  - a. Sara's charges placed on Master Account – no credit card required
  - b. 10 keys for hospitality suite will be given to Denise
13. Chairs, Temperature and Lighting in Keynote room
  - a. Chairs set-up theatre style - 170 chairs theatre style in Rm B – North Shore B
  - b. Keynote Lighting - stage area must be lit by cans/center lighting, seating in room must be dim – please have hotel staff in keynote room at 8:45am on Saturday setting up
14. Water replenishment, whenever possible, must occur during breaks so that sessions are not interrupted - see #4 above for timing of breaks
  - a. Only use plastic cups for water, no glass please
15. Cleaning and vacuuming must occur every night after sessions completed and especially Saturday night for early Sunday morning
  - a. Important due to some of our attendees being barefoot in rooms
  - b. Must have large garbage cans in every room that are regularly emptied - include extra plastic bags in cans, so SCW can assist hotel staff to empty and re-set. Provide 10 bags to Beth 2 Registration – everyone is short-staffed
  - c. Need large garbage can in suite with multiple bags at bottom
16. Room Temperatures
  - a. 70 Degrees:
    - i. Room D - Ballroom IV (GX/Barre)
    - ii. Room C - Ballroom I (Mind-Body/Recovery)
    - iii. Room A - Ballroom II (Function/Active Aging)
  - b. 68 Degrees:
    - i. Room B - North Shore B (HIIT /Core/Strength) - Keynote
    - ii. Room E - Ballroom III (Boxing/Rowing/Small Group)
  - c. 72 Degrees:
    - i. Room G - North Shore A (Nutrition/Ex Science - Lecture)
    - ii. Room H - North Shore C (Business - Lecture)
    - iii. Room F - Ipswich (Pool Lecture)
    - iv. Georgetown (Member Room)
    - v. All Lobby temperature must be 72-74 degrees
17. Pool must be cleaned nightly and especially before Sunday
  - a. Use old chairs in Aqua Lecture room since wet participants will sit on them (Ipswich)
18. Need extra towels and receptacles in pool area (bath towels)
  - a. Must also have bins for dirty towels that are properly labelled and readily available
19. Internet availability for guests in hotel rooms, SCW Staff in Meeting Space and Hard Wire for North Shore B
20. Security keys for Staff
21. Review Room pick-up and people outside of block – Mon Nov 14 – 8:00am-11:00am
22. Bill goes to [Beth.Kahny@scwfit.com](mailto:Beth.Kahny@scwfit.com)