

**Pediatric Hospital Medicine 2023 Conference**  
**August 3 – 6, 2023**  
**Marriott Philadelphia Downtown**  
**Philadelphia, PA**

**Affiliated Group Space Request Information**

The Pediatric Hospital Medicine 2023 (PHM23) Planning Committee invites all interested Pediatric Hospital Medicine Affiliated Groups (committees, special interest groups, etc.) to request space to conduct a meeting at PHM23. Please review this Affiliated Group Space Request information prior to submitting a request.

- All pre-conference programs will be scheduled to take place on **Friday, August 4, 2023** between the hours of **6:30pm** and **7:30pm**.
- The deadline for submitting Affiliated Group space requests is **Tuesday, February 28, 2023**.
- To be considered, each proposal/space request must include the following information:
  - Name of the individual submitting the request.
  - Name of the Affiliated Group.
  - Email address of the individual submitting the request.
  - Phone number of the individual submitting the request.
  - Event name (as it should be posted).
  - Brief even description.
  - Estimated number of participants.
  - Any special requests.
- All accepted Affiliated Group meetings will be provided with complimentary meeting space.
- Meeting space is limited and Affiliated Group meetings will be scheduled on a first-come, first-served basis.
- Meeting space will be assigned based upon the anticipated number of participants for the program.
- The meeting space will be pre-set (theater style seating, round tables, etc.) for use through the duration of PHM23 and cannot be altered.
- All other expenses (food and beverage, etc.) will be the responsibility of the group conducting the program.
- All Affiliated Group meeting submitters will be notified of their acceptance status in late March 2023.