

FREQUENTLY ASKED QUESTIONS

SPINE MASTERS INSTITUTE

DIDACTIC SESSIONS: These sessions are held in the auditorium on the main floor.

What is the auditorium's capacity?

The auditorium holds 100+ people.

Is audiovisual equipment and assistance available?

- Yes; an LCD projector, dual drop-down screens, a podium with a touch screen panel for room control and a microphone are available.
- Equipment also is available to capture audio, video and PowerPoint presentations during a course to make a DVD or internet link.
- Cameras with automatic tracking capture the presenter(s) and audience. Each audience table has one microphone per two attendees.
- An audiovisual technician is available upon request.

How do I prepare for my presentation?

A technician will be onsite to familiarize you with the space and its features.

LAB SESSIONS: These sessions are held in the bio-skills lab on the lower level.

What is the lab's capacity?

The 3,800 sq. ft. lab has 12 tables; we recommend no more than four participants per table for optimum learning.

Are lead aprons and other protective equipment available?

- We have 100 lead aprons.
- Scrubs, caps, masks, shoe covers and gloves also are available; please let us know your complete number of participants to ensure proper availability.

What lab instruments are provided?

- Towel clips, stats, oschners, needle holders, right angles, suction tips, knife handles, tissue forceps, ronguers, periosteal elevators, kerrisons, pituitary and pinfield dissectors are available.
- Each station has one mobile surgical light.

Are C-arms available? If not, who procures them?

They are not currently available, but we can assist you with rentals from GE OEC.

Is onsite assistance available?

Yes; 2-4 technicians are available depending on the size of your group.

Are lockers available?

Yes; there are 26 women's lockers on the main floor and 78 men's lockers on the lower level.

FUNCTION ROOM: The function room is located on the main floor. Overflow from the auditorium can view the live presentation from this room. The space also can be used for meals or as a break room.

What is the function room's capacity?

The room can accommodate 100 people with the general setup of 20 five-foot long tables and chairs. The room can be reconfigured to suit your needs.

Can I hire any catering service?

We recommend Hel's Kitchen Catering, a full-service caterer, for all of your food and beverage needs. You can work directly with their event coordinator or the NASS meeting services department.

SHIPPING

Can I ship items to the facility before a course?

Yes; the preference is for all items to arrive 4-5 days before a course. We have close to 4,000 sq. ft. of storage and our freight elevator is 70 sq. ft. A loading dock is located on the west side of the facility.

TRANSPORTATION/LODGING

How far is the facility from the airport?

- From Chicago Midway Airport—generally a 20-minute drive, possibly longer with traffic.
- From O'Hare International Airport—generally a 30-minute drive, possibly longer with traffic.
- We provide the names of shuttle and cab companies.

Where are the closest hotels?

SpringHill Suites by Marriott is adjacent to the facility; Chicago Marriott Southwest is a half-mile from the facility.

MISCELLANEOUS

Are there internet capabilities?

The entire building is wireless, and two quiet rooms with computers are available.

Can I place signage in the facility? Where do attendees register?

- Signage can go in the reception area and along the main corridor; six easels are available.
- Once onsite, registration is adjacent to the auditorium on the main floor.

When can I arrive to set up for a course?

You may come the day before the course, generally from 9:00 a.m.–4:00 p.m.