



Request Meeting Space for a Media Interview

Public relations representatives of companies exhibiting at HIMSS20 may request a private meeting space in the **Media Interview Room, W314B, on level three at the Orange County Convention Center in Orlando, FL.** Media liaisons may reserve time to use the meeting space for up to two 30-minute meetings with the media.

It is the responsibility of the public relations representative to set up meetings with the media. HIMSS only provides the SPACE in which to meet.

Please note:

- Private meeting areas must be scheduled in advance of the conference. Appointments will be confirmed on a first-come, first-served basis.
- PR representatives must contact meetings with media; HIMSS only provides the space in which to meet.
- A person to monitor the schedule will be in the Media Interview Room to ensure each company has access to the private meeting areas scheduled in advance.
- Each private meeting area is a cubicle with a door, small table, four chairs and an electrical outlet.

Media liaisons can schedule appointments in the Media Interview Room during the following times, **except during the HIMSS Keynote Sessions.**

Media liaisons can schedule interview times in 30-minute intervals, beginning on the hour and half hour.

- **Monday, March 9:** 8:00 am – 4:00 pm
- **Tuesday, March 10:** 10:00 am – 2:30 pm; 4:00-5:00 pm
- **Wednesday, March 11:** 8:00 am -2:30 pm; 4:00 – 5:00 pm
- **Thursday, March 12:** 8:00 am – 2:30 pm; 4:00-5:00 pm
- **Friday, March 13:** 10:00-11:00 am

To request a meeting area, submit requests through the [Company Profile](#) under **Media Interview Room Form**. All fields are required. HIMSS communications staff will reviewed and confirm requests within three business days. **The deadline to request a private meeting space is March 1, 2020. Meeting space cannot be reserved onsite.**