



NEW YORK STATE ASSOCIATION OF COUNTY HEALTH OFFICIALS

Leading the Way to Healthier Communities

NYSACHO is soliciting proposals for our Annual Board Retreat taking place around July/August of 2024 on a Wednesday, Thursday, and Friday for about 20 participants. Please submit your proposals to Laura Gibson, Program and Event Planning Specialist at lgibson@nysacho.org by **October 13, 2023**.

NYSACHO's Annual Board Retreat

Wednesday, Thursday, and Friday Schedule

- 2.5 day event
- ADA accessible meeting, dining, and guest rooms required
- NYSACHO is a tax-exempt organization
- Prefer Direct billing
- Will need a registration table out by the meeting space for both days
- Team bonding/activities during free time

AV for both days

- Wired podium with microphone
- Projector/screen
- Cart for projector
- 2 handheld microphones

Room Block

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| Wednesday | 18 |
| Thursday | 18 |
| Friday | Guests may want to stay longer- Pay on own |

Day 1- Arrival Day- Wednesday

- Schedule Example:
 - Staff arrive around 2:00 pm to set up
 - Board arrives around 3:30/4:00
 - Team activity
 - Dinner around 6:00 pm
 - Cash bar

Day 2- Board Meeting- Thursday

- Schedule Example:
 - Registration open at 7:30 am
 - Breakfast buffet at 8:00

- Meeting begins at 9:00 am
- Break for lunch at 12:00
- Meeting adjourns around 4:00 pm
- Dinner around 6:00 pm

Day 3- Membership Meeting/Departure- Friday

- Schedule Example:
 - Registration open at 7:30 am
 - Breakfast buffet at 8:00
 - Meeting begins at 9:00 am
 - Boxed lunches at 12:00
 - Meeting adjourns around 1:00 pm
 - Staff packs up and leaves venue

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