



american **thyroid** association

## **GUIDELINES FOR AMERICAN THYROID ASSOCIATION (ATA) SHARED TRAINEE ROOM ACCOMODATIONS**

If you apply for shared room accommodations, please note that by accepting the grant for complimentary shared room accommodations you have agreed to share a hotel room with another ATA Grant Trainee (of same or similar demographics) who is also attending the Annual Meeting of the ATA and E. Chester Ridgway Trainee Grant Program this year. It goes without saying that the expectation of 2 adult roommates is a measure of respect and regard for the duration of your stay while you are taking part in the Annual Meeting of the ATA.

The ATA offers the following guidelines for that that mutual respect and conscientious behavior:

- Keep noise at a level that does not interfere with the sleep and comfort of your roommate and eliminate noise completely by 11:00 pm.
- Behave with respect and consideration towards your roommate.
- Be mindful of personal or professional colleagues that join you in your room and limit to short periods of time and quiet conversation.
- The room is for the stay of you and your assigned roommate only.
- No one else is permitted to share the room. Separate accommodations at your own cost must be secured for all family members, children, or friends.
- Respect your roommates' space, privacy and personal belongings.

Hotel reservations will be made on your behalf at a nearby ATA contracted hotel by the staff approximately 45-60 days prior to the start of the meeting. Information regarding the hotel location, your roommate, and reservation confirmations will be sent to you around this time. Please look out for these important communications.

If you have any questions or concerns in the interim, please contact the ATA.

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