

ACHE Administrative Fellowship Fair Frequently Asked Questions

Where will the Administrative Fellowship Fair be held?

Tuesday, March 25, 2025, from 3:00 pm to 5:30 pm at the Hilton Americas, 1600 Lamar St, Houston, TX 77010. The exact location will be determined in the near future. The Hilton Americas is connected to the George R. Brown Convention Center via skywalk.

Table reservations are \$350 and are non-refundable.

What time will I have access to the room for set up?

The room will open at 1:30 pm on March 25 for set up.

What will be provided to the Fellowship site table hosts?

A standard 6' draped table and two chairs will be provided. There will not be access to electricity or A/V at the tables, however, there are outlets throughout the room if someone needs to charge a phone or a laptop. ACHE will provide a name badge for each registrant. If you have registered for Congress as an attendee, your Congress event badge will also serve as your name badge for the Fair. If you are not a registered Congress attendee, we will provide a name badge for the event.

What do I do if I am not registered as a Congress event attendee?

If you plan to attend only the Administrative Fellowship Fair and not attend any Congress events, please come directly to the Hilton Americas for set up and we will have your badge and table assignment waiting for you.

What should I bring to the event?

We expect this to be a casual event without any complex table set-ups. Most people will bring marketing collateral that promotes their program and/or their organization, promotional items (pens, notepads, etc.), a supply of business cards, and a customized table drape with their organization's branding. Some may choose to bring collapsible banners to display behind their booth. **Please keep in mind that space is extremely limited.**

Is there a limit to the number of staff members who can host the table?

We strongly encourage you to limit the number of people hosting your table to three (3) staff members. Student feedback has indicated that it can be somewhat overwhelming when there are large numbers of team members at the host table. We want to ensure that the environment is welcoming for students and also conducive to attracting as much traffic as possible to the participating table hosts.

Where can I ship my materials in advance?

More detailed instructions for shipping your materials to the event will be provided in early 2025. For immediate questions about shipping your materials to the hotel, please contact the onsite FedEx Office Print & Ship Center at [\(713\) 739-8000](tel:7137398000).

Who will be my onsite contact?

Information on setup and onsite contact will be sent prior to Congress. ACHE staff will also be available onsite at the Hilton Americas when set up begins at 1:30 pm on March 25.

How will tables be assigned?

Tables will be assigned in alphabetical order. A full listing of all participating sites will be available to students in advance of the event and also upon their arrival.

How many students do you expect to attend?

We expect more than 600 students to attend the larger Congress event either as registered attendees or volunteer Program Assistants. All are invited to attend the Administrative Fellowship Fair. The event has been designed to allow students to attend throughout the fair's two-and-a-half-hour window as they finish with education sessions or other appointments.

Which organizations are hosting a table this year?

The following organizations are registered to host a table at the event in 2025:

1. Advocate Health
2. Barnes-Jewish Hospital
3. Baylor College of Medicine
4. Boston Medical Center Health System
5. Broward Health
6. Bryan Health
7. Children's Health
8. Children's Hospital of Philadelphia
9. Children's Mercy Kansas City
10. Children's Nebraska
11. Children's Wisconsin
12. Cincinnati Children's Hospital Medical Center
13. Cleveland Clinic
14. CommonSpirit Health
15. Compass Group
16. Cone Health
17. Duke University Hospital System
18. Emerson Health
19. Franciscan Missionaries of Our Lady Health System
20. Fred Hutchinson Cancer Center
21. Geisinger
22. Hackensack Meridian Health
23. Hartford Healthcare

24. Hospital Sisters Health System
25. Houston Methodist
26. Indiana University Health
27. Inova Health System
28. Intermountain Health
29. Jefferson Health
30. Johns Hopkins Medicine
31. JPS Healthcare
32. Kaiser Permanente
33. Kelsey-Seybold Clinic
34. Lee Health
35. Lehigh Valley Health Network
36. Main Line Health
37. Massachusetts General Hospital/Brigham and Women's Hospital
38. Mayo Clinic
39. McLeod Health
40. MedStar Health
41. Memorial Hermann Health System
42. Mercyhealth Wisconsin and Illinois
43. Michigan Medicine
44. MU Healthcare
45. MultiCare Health System
46. MUSC Health
47. National Center for Healthcare Leadership
48. Nationwide Children's Hospital and the Ohio State University Wexner Medical Center
49. Northwestern Medicine
50. Ochsner Health
51. Ohio State University Comprehensive Cancer Center – The James
52. Ohio State University Physicians
53. OhioHealth
54. Prisma Health
55. Rochester Regional Health
56. Samaritan Health Services
57. Sentra Health
58. St. Louis Children's Hospital
59. Stanford Health Care
60. Stanford Medicine Children's Health
61. Sutter Health
62. Tampa General Hospital
63. The University of Texas Medical Center
64. Trinity Health
65. UCI Health
66. UCLA Health
67. UF College of Medicine-Jacksonville
68. UI Health
69. UK HealthCare
70. UNC Health

71. University of Colorado Health
72. University of Colorado School of Medicine
73. University of North Carolina
74. University of Texas MD Anderson Cancer Center
75. University of Utah Health
76. Vandalia Health
77. Vizient
78. WellSpan Health
79. WVU Medicine
80. Yale New Haven Health System

Which organizations have hosted a table at the event in prior years?

The following organizations registered to host a table at the event in 2024:

1. Advocate Health
2. American College of Healthcare Executives
3. Barnes-Jewish Hospital
4. Bryan Health
5. Children's Mercy Kansas City
6. Cincinnati Children's Hospital
7. Cleveland Clinic
8. CommonSpirit Health
9. Cone Health
10. Corewell Health
11. Cornell University
12. Dana Farber Cancer Institute
13. Franciscan Health
14. Geisinger
15. Henry Ford Health
16. Houston Methodist
17. HSHS
18. IU Health
19. Jefferson Health

20. Kaiser Permanente
21. Keck Medicine of USC
22. Main Line Health
23. Massachusetts General Brigham
24. Mayo Clinic
25. Memorial Healthcare System
26. Mercyhealth
27. Michigan Medicine
28. Missouri University Health Care
29. Multicare Health System
30. MUSC
31. National Center for Healthcare Leadership
32. Ochsner Medical Center
33. Samaritan Health Services
34. SCA Health
35. Sentara Healthcare
36. Stanford Medicine Children's Health
37. Sutter Health
38. Texas Children's Hospital
39. The Guthrie Clinic
40. The University of Alabama at Birmingham
41. Trinity Health
42. UCHHealth
43. UCI Health
44. UF College of Medicine-Jacksonville
45. University of Colorado School of Medicine
46. University of Illinois Hospital & Health Sciences System
47. University of Iowa Healthcare Services
48. University of Michigan
49. UPMC
50. Vizient Inc
51. Woods College of Advancing Studies
52. WVU MedicineXavier University
53. Yale New Haven Health System
54. Yuma Regional Medical Center