



American Thyroid Association
2018 Trainee Grant Program
Complimentary Shared Room Etiquette Agreement

Congratulations once again on being awarded the 2018 Trainee Grant to participate in the E. Chester Ridgway Trainee Conference and 88th Annual Meeting of the American Thyroid Association (ATA). The ATA looks forward to having you participate and we are happy to be providing you complimentary shared room accommodations as a part of the grant program.

We ask that you review the shared room etiquette agreement below at your earliest convenience to ensure nothing has changed since you grant request.

SHARED-ROOM ETIQUETTE

By accepting the grant for complimentary shared room accommodations you have agreed to share a hotel room with another trainee (of same or similar demographics) grant recipient who is also attending the conference.

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 88th Annual Meeting of the ATA. We would like to offer some guidelines for 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 unless previously agreed upon with your roommate. Separate accommodations at your own cost must be secured for all family members, children, or friends.
- Respect your roommates' space, privacy and personal belongings.

Again, if you have any changes to your reservation or wish to remove yourself from the complimentary shared room trainee block please let Sharleene Cano – scano@thyroid.org know as soon as possible.

Thank you,

Sharleene Cano, CAE
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