

Job Interview Suite Reservation Form

Many institutional members use the Fall Research Conference as a meeting place to interview potential employees and APPAM would like to offer private space for members to use for this purpose. APPAM is offering four (4) suites at the Washington Marriott in full or half day blocks for reservation on a first come, first served basis. Once you reserve the space, you have access to the room for the entire time on the date of your reservation. At the conclusion of the reservation times each day, the room will be refreshed for use by the next organization. Please review the information below and if you have any questions, please **e-mail APPAM**.

The fee for reserving the job interview space DOES NOT include registration for the conference. In order to gain access to the job interview suites, you and your interviewees must be registered for the conference.

Job Interview Suite Pricing (please circle the date(s) you would like to reserve)	<u>Member Price</u>	<u>Non-Member Price</u>
Thursday, November 7		
Full Day 8:30 am – 5:00 pm	\$900	\$1000
Half Day 8:30 am – 12:30 pm	\$500	\$550
Half Day 1:00 pm – 5:00 pm	\$500	\$550
Friday, November 8		
Full Day 8:30 am – 5:00 pm	\$900	\$1000
Half Day 8:30 am – 12:30 pm	\$500	\$550
Half Day 1:00 pm – 5:00 pm	\$500	\$550

Contact Information: (Please complete the following and print clearly).

Full Name: _____

Name of Institution/Organization: _____

Mailing Address for Invoice: _____

E-mail Address: _____

Phone Number: _____

Contact person and e-mail for billing (if different than above): _____

Payment Information: Please provide credit card information with reservation. Reservations will NOT be accepted without credit card information. Credit card will only be charged if invoice is not paid in full by October 31, 2013.

Name on credit card: _____

Amount to be charged: \$ _____

Charge my credit card now I will send a check, charge my card only if payment is not received by October 31

Payment Type: ___ American Express ___ MasterCard ___ Visa ___ Check

Note: Checks must be received in the APPAM office by October 31, 2013.

Credit card number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

To submit, fax to 202.496.0134 or e-mail to fallconference@appam.org. Questions? Contact Jayme Washam, 703-615-0312.