

APPAM

Annual Fall
Research Conference
November 7-9, 2013 //
Washington, DC

Power of the
Past—Force for
the Future


NOW
ACCEPTING
PROPOSALS

APPAM Institutional Member Affiliate Receptions

The 2013 APPAM Fall Research Conference will be held Thursday – Saturday, November 7-9 at the Marriott Washington, Westin Grand, and the Ritz-Carlton hotels in Washington, DC. Conference events will be held at all three hotels.

APPAM anticipates there will be considerable demand from its member institutions to host receptions during the conference. As meeting room space will be limited, it is important that arrangements for receptions be made in advance. Please note the following important details if your institution is considering a reception:

APPAM holds its own special lectures, receptions and meetings on the Thursday and Friday evenings of the conference. APPAM has priority access to meeting rooms; use of hotel space will be granted by APPAM on a first come, first served basis. Once APPAM has assigned you a space within the hotel, the details will be communicated to the hotel. Only then can you make arrangements for catering.

 **IMPORTANT: To reserve space for an affiliate reception, please fill out the attached form and return to Jocelyn Mason at jmason@appam.org.**

- Receptions **on Thursday, November 7:** APPAM is holding a Welcome Reception on Thursday night from 6:30 – 8:30 pm. APPAM will not grant any hotel space for affiliate receptions on Thursday, November 7. All private affiliate receptions must be held on Friday, November 8.
- Receptions **on Friday, November 8:** The APPAM Presidential Address is on Friday from 4:45 – 5:45 pm and is followed by the Presidential Reception from 5:45 – 7:30 pm. These events will be held at the Washington Marriott. We expect there to be ample room at all hotels starting at 6:00 pm for affiliate receptions.
- After approval from APPAM, your institution must contract directly with the hotels to arrange for catering for the reception, and make payments directly to the hotel. Below is the contact information for each hotel catering manager. You will be responsible for any costs incurred for AV, décor or other set up costs. This includes any costs that might occur in a room changeover or reset for an APPAM session (including hotel and/or AV fees).
- APPAM will print an announcement of your reception for free in the final conference program book, as long as you grant permission. We will send out a request for permission once, along with a deadline. If we don't receive a response, we will be unable to print an announcement about your reception. We will NOT include your reception automatically because it is impossible for APPAM to know which receptions are open to the general public and which are not. This is a service we offer only for APPAM institutional members.

Marriott Washington

Contact: Ayman Somsieh, Director of Event Planning and Operations
Direct: 202-640-6263 Hotel: 202-872-1500 Fax: 202-872-9899
Email: ayman.somsieh@marriott.com

Westin Grand Washington DC

Contact: Lisa Grieco, Convention Services Manager
Direct: 202-955-4406 Hotel: 202-429-0100 Fax: 202-857-0127
Email: lisa.grieco@westin.com

The Ritz-Carlton

Contact: Leigh Murdock, Meetings & Special Events Manager
Direct: 202-974-5543 Hotel: 202-835-0500 Fax: 202-974-5538
Email: leigh.murdock@ritzcarlton.com

APPAM

Annual Fall
Research Conference
November 7-9, 2013 //
Washington, DC

Power of the
Past—Force for
the Future

NOW
ACCEPTING
PROPOSALS

AFFILIATE RECEPTION FORM

I. CONTACT INFORMATION

Contact Name: _____

Name of Institution/Organization: _____

Mailing Address: _____

Website Address: _____

E-mail Address: _____

Phone Number: _____ Fax: _____

II. RECEPTION/EVENT INFORMATION

Affiliate receptions are ONLY to be held on Friday, November 8; 6:00 pm and after.

Time/duration of reception: _____

of participants: _____

Hotel (based upon availability): _____

Room set: _____

Food and beverage: _____

Audio Visual: _____

Special requests/important notes: _____

After approval from APPAM, your institution must contract directly with the hotels to arrange for catering for the reception, and make payments directly to the hotel. You will be responsible for any costs incurred for AV, décor or other set up costs. This includes any costs that might occur in a room changeover or reset for an APPAM session (including hotel and/or AV fees).

Please return this completed form to: Jocelyn Mason at jmason@appam.org.