




APPAM Affiliate Receptions

The 2017 APPAM Fall Research Conference will be held Thursday – Saturday, November 2-4 at the Hyatt Regency Chicago in Chicago, Illinois.

If your institution is interested in hosting a reception or meeting during the conference and would like to utilize space in the Hilton, please complete the form below. APPAM will assign all space based on expected attendance and order of request. Organizations will arrange all room set up, catering, and AV orders directly with the hotel once space has been assigned. Please be aware that space will only be available on Friday, November 3rd.

 **IMPORTANT:** To reserve space for an affiliate reception, please fill out the attached form and return to Tristanne Staudt at tstaudt@appam.org. If you have questions, you can reach Tristanne at 202.496.0130, ext. 27. Please submit your form by July 31st. Space will be assigned after the deadline and communicated to you for marketing purposes. Should the size of your event change, APPAM reserves the right to reassign your event to a room that is closer to expected attendance, based on final RSVP numbers.

- The APPAM Presidential Address is on Friday, November 3rd from 5:00 – 6:00 pm and is followed by the Presidential Reception from 6:00 – 7:30 pm. Receptions may not begin before 6:00 pm.
- You will be assigned space for your reception by APPAM. A Hyatt Regency Chicago Catering Representative will send menus with a request for your food and beverage order once you room has been assigned. All billing will be handled by Hyatt Regency Chicago.
- APPAM will print an announcement of your reception for free in the final conference program book, as long as you grant permission on the provided form.

AFFILIATE RECEPTION FORM

I. CONTACT INFORMATION

Contact Name: _____

Name of Institution/Organization: _____

Mailing Address: _____

Website Address: _____

E-mail Address: _____

Phone Number: _____ Fax: _____

II. RECEPTION INFORMATION

Affiliate receptions are ONLY to be held on Friday, November 3rd, beginning at or after 6:00 pm.

Time/duration of reception: _____

Estimate # of attendees: _____

Reception Format: (plated dinner, cocktail reception, buffet, etc.): _____

Audio Visual: _____

Do you want your event published in the program? Yes No

Special requests/important notes: _____

Please return this completed form to Tristanne Staudt at tstaudt@appam.org.