



APPAM Interview Space Reservations

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

Will you be interviewing candidates at the APPAM Conference? Let us take care of the space! Many institutional members use the Fall Research Conference as a meeting place to interview potential employees and APPAM would like to offer complimentary, private space for members to use for this purpose. APPAM is offering four boardrooms at the Hyatt Regency Chicago in 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.



IMPORTANT: To reserve space for interviews, 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. All reservations will be accepted on a first come, first served basis.

INTERVIEW SPACE RESERVATION FORM

I. CONTACT INFORMATION

Contact Name: _____

Name of Institution/Organization: _____

E-mail Address: _____

Phone Number: _____

II. RESERVATION INFORMATION

Please select your requested reservation time from the options below:

Wednesday, November 1	Thursday, November 2
<input type="checkbox"/> Half Day: 1:00 pm – 5:00 pm	<input type="checkbox"/> Half Day: 8:30 am – 12:30 pm
	<input type="checkbox"/> Half Day: 1:00 pm – 5:00 pm
Friday, November 3	Saturday, November 4
<input type="checkbox"/> Half Day: 8:30 am – 12:30 pm	<input type="checkbox"/> Half Day: 8:30 am – 12:30 pm
<input type="checkbox"/> Half Day: 1:00 pm – 5:00 pm	

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