



## 2021 Fall Conference

March 27-29, 2022  
Austin, Texas

The Power of Inclusion:  
Incorporating Diverse  
Voices in Public Policy  
Analysis and Management



### APPAM Affiliate Receptions

The 2021 APPAM Fall Research Conference will be held Sunday, March 27 - Tuesday, March 29 at the JW Marriott Austin in Austin, Texas.

If your institution is interested in hosting a reception or meeting during the conference and would like to utilize space in the hotel, 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 **Monday, March 28**.



**IMPORTANT:** To reserve space for an affiliate reception, please fill out the attached form and return to Samantha Oliver Thomas, [soliver@appam.org](mailto:soliver@appam.org). Please submit your form by March 1. 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 Monday, March 28 from 5:30 – 7:00 p.m. US Central Time. Affiliate receptions may not begin before 7:00 p.m.
- You will be assigned space for your reception by APPAM. A JW Marriott Austin Catering Representative will send menus with a request for your food and beverage order once your room has been assigned. All billing will be handled by hotel.
- Optional: APPAM will include your reception details for free in the Online Program and on event signage, 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 Monday, March 28 beginning at or after 7:00 p.m.*

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 Samantha Oliver Thomason, [soliver@appam.org](mailto:soliver@appam.org).**