




## APPAM Affiliate Receptions

The 2019 APPAM Fall Research Conference will be held Thursday – Saturday, November 7-9 at the Denver Sheraton Downtown in Denver, Colorado.

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 Friday, November 8th.

 **IMPORTANT: To reserve space for an affiliate reception, please fill out the attached form and return to Tristanne Staudt at [info@appam.org](mailto:info@appam.org). If you have questions, please call 202.496.0130. Please submit your form by July 31<sup>st</sup>. 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 8<sup>th</sup> from 5:00 – 6:30 pm and is followed by the Presidential Reception from 6:30 – 7:30 pm. Receptions may not begin before 6:30 pm.
- You will be assigned space for your reception by APPAM. A Sheraton Denver Downtown 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 Sheraton Denver Downtown.
- 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 8<sup>th</sup>, beginning at or after 6:30 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](mailto:tstaudt@appam.org).**