



## APPAM Interview Space Reservations

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

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 three interview rooms at the Sheraton Denver Downtown in one-hour blocks for reservation on a first come, first served basis. All interview rooms have large windows for natural light and will be set as a board room with seating for ten. 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. You may reserve up to three interview times during the conference.



**IMPORTANT:** To reserve space for interviews, please fill out the form below and return to [gsylvester@appam.org](mailto:gsylvester@appam.org). 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 up to three requested reservation time from the options below:

<b>Thursday, November 7</b>		
<input type="checkbox"/> 8:30 am – 9:30 pm	<input type="checkbox"/> 11:30 am – 12:30 pm	<input type="checkbox"/> 2:30 am – 3:30 pm
<input type="checkbox"/> 10:00 am – 11:00 am	<input type="checkbox"/> 1:00 pm – 2:00 pm	<input type="checkbox"/> 4:00 pm – 5:00 pm
<b>Friday, November 8</b>		
<input type="checkbox"/> 8:30 am – 9:30 pm	<input type="checkbox"/> 11:30 am – 12:30 pm	<input type="checkbox"/> 2:30 am – 3:30 pm
<input type="checkbox"/> 10:00 am – 11:00 am	<input type="checkbox"/> 1:00 pm – 2:00 pm	<input type="checkbox"/> 4:00 pm – 5:00 pm
<b>Saturday, November 9</b>		
<input type="checkbox"/> 8:30 am – 9:30 pm	<input type="checkbox"/> 11:30 am – 12:30 pm	<input type="checkbox"/> 2:30 am – 3:30 pm
<input type="checkbox"/> 10:00 am – 11:00 am	<input type="checkbox"/> 1:00 pm – 2:00 pm	<input type="checkbox"/> 4:00 pm – 5:00 pm

Please return this completed form to [gsylvester@appam.org](mailto:gsylvester@appam.org).