



Alumni Social Event Space Request Form

Space is assigned on a first come, first serve basis and subject to availability. Upon authorization, AAP will release and assign space for the meeting. Once space is released the organization will work directly with venue to plan meeting. You are responsible for any hotel charges including catering, audiovisual and rental charges.

Deadline for Submissions: September 23, 2019

Date	Blackout Hours
Friday, October 25, 2019	7:30 AM – 12:15 PM, 2:00PM – 5:45 PM
Saturday, October 26, 2019	7:30 AM – 12:15 PM, 2:00PM – 5:45 PM
Sunday, October 27, 2019	7:30 AM – 12:15 PM, 2:00PM – 5:45 PM
Monday, October 28, 2019	7:30 AM – 12:15 PM, 2:00PM – 5:45 PM
Tuesday, October 29, 2019	7:30 AM – 12:15 PM

Guidelines

Colleges and Universities may hold alumni networking events that are non-educational in nature.

Organization:

Main Contact:

Address:

City: State: Zip:

Phone: Email:

Meeting Information:

Event Name:

Program Description:

Preferred Date: Start Time: End Time:

Total # of Attendees: Room Set:

- Will you be serving Food & Beverage?
- Will you require any Audio Visual equipment?
- Do you want to be promoted in the Onsite Program?

Meeting Location Preference:

PLEASE RETURN THIS FORM TO:
Racheal McDonald
Meetings & Exhibits Coordinator
Phone: 630.626.6243
Email: rmcdonald@aap.org