



**ASTMH Request for Official Side Meeting Space
Order Form**

Email completed form to [Buffy Finn](#), Membership, Subgroups and Courses Manager

Room size and bookings are based on the number of attendees.
Space is available beginning Tuesday, November 17 through Sunday, November 22 at 1:00 pm.

A two-hour minimum is required to book space.

Fees are room rental fees. Fees do not include Catering or AV needs.

	Non-Profit	For Profit
0-15 attendees	\$195/hour	\$225/hour
16-49 attendees	\$270/hour	\$315/hour
50+ attendees (including receptions)	\$375/hour	\$450/hour

These meetings are considered closed-door sessions not publicly listed on the ASTMH app or directly promoted by ASTMH.

Organization _____

Organization type (check one): non-profit/government corporate/for-profit

Contact Name and Title _____

Address _____

City/State/Postal Code/Country _____

Phone _____ E-Mail _____

Meeting Information

Meeting Name: _____

Meeting Description:

Meeting Date and Time First Choice (*include start and end times; all times are Eastern Time*):

Meeting Date and Time Second Choice (*include start and end times; all times are Eastern Time*):

How many attendees do you anticipate? _____

Non Profit \$ _____ For Profit \$ _____

Will you be providing catering through the hotel? **Catering is an additional charge.** Yes ___ No ___

AV needs? Ex: screen, projector, internet, Wifi etc. **AV is an additional charge.** Yes ___ No ___

If yes, what is required? (we provide this information to the AV company so they have an idea of your AV needs prior to sending a quote):

Select a Room Set-Up (choose one only):

Meeting with Conference Table _____

Meeting with U Shape _____

Meeting with Classroom _____

Half Rounds/Banquet Set (round tables for 4-6) _____

Full Rounds/Banquet Set (round tables for 8-10) _____

Receptions – Reception set _____

Meeting Guidelines

- ASTMH only books meeting space at the ASTMH contracted hotels/Convention Centers.
- Meeting room rental fee must be received before space is reserved.
- **Catering and AV are additional expenses. Catering and AV are not included in the room rental fee. You will be billed directly from the vendor.**
- If your meeting requires catering and/or audio-visual equipment, ASTMH will connect you with hotels/vendors for your individual follow-up on arrangements and billing. Your meeting organizer must contact the hotel with catering order and ImageAV with audio-visual equipment order no later than

Monday, October 19. Arrangements cannot be guaranteed unless order is received by hotels/vendors by Monday, October 19.

- There are rare circumstances where ASTMH may have to change confirmed meeting space. If this happens, meeting organizers will be contacted as soon as possible.
- It is the responsibility of the organization to make sure the confirmation received is accurate. Please contact ASTMH immediately if the confirmation is incorrect.
- Please note a \$100 cancellation fee per meeting will apply to all cancellations made by October 19. No fees will be refunded for cancellations received after October 19.



Request for Meeting Space Payment Information

Payment

ASTMH's Taxpayer/ID number is 57-0408245. Check payment - Send check and form to:
ASTMH C/O Meeting Space
P.O. 745981
Atlanta, GA 30374-5981

If you are interested in paying by wire transfer, please contact [Buffy Finn](#) for details.

Credit Cards accepted: Visa, MasterCard, AMEX and Discover

Contact Name and Title _____

Address _____

City/State/Postal Code/Country _____

Phone _____ E-Mail _____

Card Number: _____

Expiration Date: _____

Security Code: _____

Total Amount to charge card \$ _____

Check here if you will need an invoice to complete payment

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No fees will be refunded for cancelations received after October 19.