SEE YOU IN ATLANTIAL Total Tensor Yeshal Total	
den availed advisioned	65th Annual Meeting
Co Vedra	November 13-17, 2016
	Atlanta Marriott Marquis
Sectoring' good place biosch' Strillant Newton'	Atlanta, Georgia USA
Proschäftere Cerveit Cemoroderle*	😏 #TropMed16

## ASTMH is in Atlanta this Year! Tropical Medicine/Global Health Stakeholders Request for Meeting Space

Use the ASTMH Annual Meeting platform to your advantage! In 2015, a total of 31 journalists attended the Annual Meeting in Philadelphia while approximately 70 interviews were granted during the meeting. The meeting generated more than 50 original stories and research from the meeting was covered by outlets around the world. The Society is pleased to offer partner organizations media support at the meeting. Announce or release your organization's new effort, report, program, direction or event.

To request meeting space, return completed form: Buffy Finn- Member Services Administrator ASTMH, One Parkview Plaza, Suite 800, Oakbrook Terrace, IL 60181 USA <u>bfinn@astmh.org</u> -- Fax: +1-847-686-2253

rganization	
rganization type (check one): non-profit government corporate/for-profit Room rental fee to be submitted with request: non-profit/government \$250/day; for-profit/corporate \$550/day. Fees are not prorated. Payment required to assign meeting space.	
ontact Name and Title	
ffiliation	
ddress	
ity/State/Postal Code/Country	
hone Fax	
-Mail	
Meeting Space Specifications	
ate and Time: First Choice	
Third Choice	
leeting Name (The meeting name you indicate below will be published in the Program Book and Online Prograr	n
lanner):	
leeting Description:	
ow many people?	
Audio Visual required? If yes, what is required?	-

Room Set-Up (e.g., conference table, theater style, classroom, reception):

## Tropical Medicine/Global Health Stakeholders Request for Meeting Space Meeting Arrangement Details and Payment Form

## **Meeting Arrangements**

- Meeting room rental fee must be received before space will be reserved.
- 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 PSAV with audio-visual equipment order no later than **Friday**, **November 4**. Arrangements cannot be guaranteed unless order is received by hotels/vendors by **Friday**, **November 4**.
- 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. We regret any inconvenience this may cause.
- Please note that evening receptions cannot coincide with ASTMH Plenary Sessions. ASTMH has the right to adjust the times so conflicts are avoided.

## **Payment Information**

Payment method:

Rental Fee: \$ \_\_\_\_\_ X \_\_\_\_ day(s) = \$ \_\_\_\_\_ Total

- Non-profit/government fee: \$250/day; Corporate/for-profit fee: \$550/day
- We are unable to offer prorating.
- Please note a \$75 cancellation fee will apply to all cancellations made by October 14. No fees will be refunded for cancellations received after October 14.

-,				
Credit Card:	VISA	MasterCard	American Express	Discover
Account Number				
Expiration Date		_ Cardholder Name		

\_\_Check: Mail payment to ASTMH, One Parkview Plaza, Suite 800, Oakbrook Terrace, IL 60181 USA

2