



**ASTMH Annual Meeting  
November 9-13, 2025  
Metro Toronto Convention Center and InterContinental Hotel  
Toronto, Ontario, Canada**

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

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

Room size and bookings are based on the number of attendees.  
Space is available beginning Saturday, November 8 through Thursday, November 13 at 1:00 pm. **A two-hour minimum is required to book space. One additional hour is required for reception set.**

	On or before September 29 Early Booking	September 30 – October 15 *prices subject to increase after October 15
Not-profit/government Up to 9 attendees	\$70/hour	\$120/hour
Not-profit/government 10 – 19 attendees	\$110/hour	\$160/hour
Not-profit/government 20 – 29 attendees	\$145/hour	\$195/hour
Not-profit/government 30 - 49 attendees	\$185/hour	\$235/hour
Not-profit/government 50+ attendees	\$220/hour	\$270/hour

	On or before September 29 Early Booking	September 30 – October 15 *prices subject to increase after October 15
Corporate/for-profit Up to 9 attendees	\$95/hour	\$145/hour
Corporate/for-profit 10 – 19 attendees	\$135/hour	\$185/hour
Corporate/for-profit 20 - 29 attendees	\$170/hour	\$220/hour
Corporate/for-profit 30 - 49 attendees	\$210/hour	\$260/hour
Corporate/for-profit 50+ attendees	\$245/hour	\$310/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 Central Time*):

\_\_\_\_\_

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

\_\_\_\_\_

How many attendees do you anticipate? \_\_\_\_\_

Non Profit \$ \_\_\_\_\_ For Profit \$ \_\_\_\_\_

Will you be providing catering through the hotel? Yes \_\_\_\_\_ No \_\_\_\_\_

AV needs? Ex: screen, projector, internet, Wifi etc. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is required: \_\_\_\_\_

\_\_\_\_\_

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 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 ImageAV with audio-visual equipment order no later than Monday, October 28. Arrangements cannot be guaranteed unless order is received by hotels/vendors by Monday, October 28.
- 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.
- Payments must be received within five days of receipt of request for meeting space. Rooms will not be assigned until payment is received. Use this link to pay for your space  
<https://impex.astmh.org/register-for-an-event/event-registration/?id=c639ce6f-d525-f011-9d48-7c1e5244ccf7>
- Please note a \$100 cancellation fee per meeting will apply to all cancellations made by September 15. No fees will be refunded for cancellations received on or after September 16.



### 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

Please note a \$100 cancellation fee will apply to all cancellations made by September 15.  
No fees will be refunded for cancellations received on or after September 16.