

ANNUAL MEETINGNovember 20-24, 2019 | astmh.org | ajtmh.org | [#TropMed19](https://twitter.com/TropMed19)

GAYLORD NATIONAL RESORT AND CONVENTION CENTER | NATIONAL HARBOR, MD, USA

ASTMH is an international society committed to equity and global impact through the treatment and prevention of tropical infectious diseases. Our diverse membership comes from more than 115 countries. We are committed to open and productive scientific debate, open and diverse environments that are built on dignity and mutual respect. We are committed to the free exchange of ideas, freedom of thought and expression, and the right to participate in the scientific process. We are committed to the open exchange of ideas, freedom of thought and expression, and the right to participate in the scientific process. We are committed to the open exchange of ideas, freedom of thought and expression, and the right to participate in the scientific process.

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

Use the ASTMH Annual Meeting platform to your advantage! In 2018, a total of nine journalists attended the Annual Meeting in New Orleans while approximately 24 interviews were granted during the meeting. The meeting generated more than 100 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.

Meeting space can be requested from ASTMH during the Annual Meeting by an organization other than ASTMH. Organizations that typically request meeting space include, but are not limited to: academic institutions, NGOs, philanthropy, for-profit companies, and government or health agencies. The meetings are private and can be scheduled for a few hours, half- or full day, or several days. The requested meeting spaces are not a substitute venue for scientific sessions intended for the Annual Meeting. ASTMH does not solicit or advertise meetings scheduled by request. All requests should contain a description (150 word maximum) of the meeting. ASTMH reserves the right to decline any request for meeting space.

To request meeting space, return completed form:

Buffy Finn- Member Services Administrator
ASTMH, 241 18th St. South, Suite 501, Arlington, VA 22202
bfinn@astmh.org -- Fax: +1-571-351-5422

Organization _____

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

Room rental fee on or before September 20: non-profit/government \$250/day; for-profit/corporate \$575/day.

Room rental fee on or after September 21: non-profit/government \$300/day; for-profit/corporate \$690/day.

Fees are not prorated. Payment required to assign meeting space. Space may be limited.

Contact Name and Title _____

Affiliation _____

Address _____

City/State/Postal Code/Country _____

Phone _____ E-Mail _____

For Office use Only

Hotel Assignment _____

Room Name _____

Meeting Space Specifications

Meeting Name (The meeting name printed below will appear in the Program Book, Online Program Planner, Meeting App and Hotel Reader Boards): _____

Meeting Description (please include a detailed description of the organized meeting):

Date and Time: First Choice _____
(include start and end time)
 Second Choice _____
 Third Choice _____

How many people? _____

Will you be ordering food and beverage? _____

Is Audio Visual required? _____ If yes, what is required? _____
(e.x. include projector, screen, internet, microphone etc.)

Room Set-Up (please check below):

Meeting with Conference Table/U Shape _____ Banquet Set (round tables for 8-10) _____

Meeting with Classroom Set _____ Reception Set* _____

*Receptions can be held on Thursday and Friday evenings only. Due to ASTMH sessions, receptions can't begin until 7:15 pm on either night. ASTMH will reserve the space based on the number of people given by the organization. Should the organization need to make changes to their request within 14 days of the scheduled event (e.g., increase attendees, change room set, change AV requirements), the organization may incur additional fees.

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 OnEvent with audio-visual equipment order no later than **Friday, October 25**. Arrangements cannot be guaranteed unless order is received by hotels/vendors by **Friday, October 25**.
- 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; therefore receptions can't begin until 7:15 pm.
- It is the responsibility of the organization to make sure the confirmation received is accurate. Please contact ASTMH immediately if the confirmation is incorrect.

ASTMH Request for Meeting Space

Payment Information

Organization _____

Contact Name _____

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

- *Room rental fee on or before September 20: non-profit/government \$250/day; for-profit/corporate \$575/day.*
- *Room rental fee on or after September 21: non-profit/government \$300/day; for-profit/corporate \$690/day.*
- *We are unable to offer prorating. Fee is the same whether you book for a half day or whole day.*
- *Please note a \$100 cancellation fee will apply to all cancellations made by October 25. No fees will be refunded for cancellations received after October 25.*

Payment method:

____ Credit Card: VISA ____ MasterCard ____ American Express ____ Discover ____

Account Number _____

Expiration Date _____ Cardholder Name _____

____ Check: *Mail payment to ASTMH, 241 18th St. South, Suite 501, Arlington, VA 22202*

____ Wire Transfer: *If you would like to pay by wire transfer, please email bfinn@astmh.org for bank details.*