

**ANNUAL MEETING**November 20-24, 2019 | [astmh.org](http://astmh.org) | [ajtmh.org](http://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 creating an environment that is built on dignity and mutual respect for all. Our diverse membership includes individuals from various backgrounds, ages, religions, socioeconomic statuses, disabilities, sexual orientations, and gender identities. We are committed to the open exchange of ideas, freedom of thought and expression, and productive scientific debate. We are committed to equity and global impact through the treatment and prevention of tropical infectious diseases. Our diverse membership includes individuals from various backgrounds, ages, religions, socioeconomic statuses, disabilities, sexual orientations, and gender identities. We are committed to the open exchange of ideas, freedom of thought and expression, and productive scientific debate.

***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, nine journalists attended the Annual Meeting in New Orleans holding approximately 24 interviews on site. The meeting generated more than 100 original media stories and research from the meeting was covered by outlets around the world. The Society invites partner organizations to announce or release their organization's new effort, report, program, direction or event at the 2019 Annual Meeting to the news outlets in attendance.

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 18<sup>th</sup> St. South, Suite 501, Arlington, VA 22202**  
[bfinn@astmh.org](mailto: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](mailto:bfinn@astmh.org) for bank details.*