

**2024 Annual Meeting**  
 November 13-17 New Orleans, LA  
 New Orleans Ernest N. Morial Convention Center  
[astmh.org](http://astmh.org) [ajtmh.org](https://ajtmh.org) #TropMed24



**Advancing Science  
 Building Community  
 Together**

**ASTMH Annual Meeting  
 November 13-17, 2024  
 Hilton Riverside New Orleans  
 New Orleans, Louisiana, United States**

**ASTMH Request for Meeting Space  
 Order Form**

Email completed form to [Buffey Finn](mailto:Buffey.Finn@astmh.org), Manager, Membership

Rooms can be booked for 1-4 hours (1/2 day) or 5-8 hours (Full day). Space is available beginning Wednesday, November 13 through Sunday, November 17 at 1 pm Central Time (very limited space on November 12 and November 17).

	On or before September 30	On or after October 1
Not-profit/government 1-4 hours/day/room	\$275 US	\$475 US
Not-profit/government 5-8 hours/day/room	\$425	\$625
Corporate/for-profit 1-4 hours/day/room	\$600	\$865
Corporate/for-profit 5-8 hours/day/room	\$775	\$965
Receptions	\$1,000	\$1,300

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*):

\_\_\_\_\_

Full Day \$ \_\_\_\_\_ Half Day \$ \_\_\_\_\_

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

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.
- Due to the high demand for weeklong meeting requests, space will be held for 30 days without payment. If payment is not made within 30 days of receipt of confirmation, the space will be released.
- Please note a \$150 cancellation fee will apply to all cancellations made by October 14. No fees will be refunded for cancellations received after October 14.



### 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 \$150 cancellation fee will apply to all cancellations made by October 14.  
No fees will be refunded for cancellations received after October 14.