



**ASTMH Annual Meeting  
 October 30 – November 3, 2022  
 Seattle Convention Center  
 Seattle, WA, United States**

**ASTMH Request for Meeting Space  
 Order Form**

The ASTMH Annual Meeting is back in person again! We look forward to seeing you onsite in Seattle.

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

Rooms can be booked for 1-4 hours (1/2 day) or 5-8 hours (Full day). Space is available beginning Sunday, October 30 thru Thursday, November 3 at 1 pm. PT

	On or before September 21	On or after September 22
Not for profit/government 1-4 hours/day	\$250 US	\$400 US
Not-profit/government 5-8 hours/day	\$400	\$550
Corporate/for-profit 1-4 hours/day	\$575	\$790
Corporate/for-profit 5-8 hours/day	\$750	\$890

If you are interested in hosting a reception, please contact [Rebecca Hamel](#), Manager, Development.

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: \_\_\_\_\_

Meeting Date and Time Second Choice: \_\_\_\_\_

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

How many people? \_\_\_\_\_

Will you be providing catering? Yes \_\_\_ or No \_\_\_

Is Audio Visual Required? Yes \_\_\_ or No \_\_\_ If yes, what is required: \_\_\_\_\_

Select a Room Set-Up

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

Meeting with Classroom 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 Friday, October 14. Arrangements cannot be guaranteed unless order is received by hotels/vendors by Friday, October 14.
- 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.
- Please note a \$100 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

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