



**ASTMH Annual Meeting
October 18 – 22, 2023
Hyatt Regency Chicago
Chicago, IL United States**

**ASTMH Request for Meeting Space
Order Form**

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 Wednesday, October 18 through Thursday, October 22 at 1 pm Central Time.

	On or before September 11	On or after September 12
Not-profit/government 1-4 hours/day/room	\$275 US	\$425 US
Not-profit/government 5-8 hours/day/room	\$425	\$575
Corporate/for-profit 1-4 hours/day/room	\$600	\$815
Corporate/for-profit 5-8 hours/day/room	\$775	\$915
Receptions	\$1,000	\$1,250

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 2. Arrangements cannot be guaranteed unless order is received by hotels/vendors by Monday, October 2.
- 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 \$150 cancelation fee will apply to all cancelations made by September 25. No fees will be refunded for cancelations received after September.



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 September 25.
 No fees will be refunded for cancellations received after September 25.