



**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 Sunday, 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:

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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 cancellation fee will apply to all cancellations made by September 25. No fees will be refunded for cancellations 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

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