



**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 \$ _____

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 cancelation fee will apply to all cancelations made by October 14. No fees will be refunded for cancelations 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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No fees will be refunded for cancellations received after October 14.