

Alzheimer's Association International Conference® (AAIC®): External Ancillary Meeting Application

Please complete this form and submit to the Alzheimer's Association. A \$500 non-refundable application fee (per meeting) must be included to hold space. Applications will be accepted until Friday, July 9, 2021 based on meeting space availability. The Alzheimer's Association reserves the right to decline requests outside of approved days and hours.

Company Information

Company Hosting Meeting

Company Planning Meeting (if different than above)

Company Address

City

State

Zip Code & Country

Planner's Name

Planner's Phone

Planner's Email

On-site Contact's Name (if different than above)

On-site Contact's Phone (if different than above)

On-site Contact's Email (if different than above)

Title of Meeting

Meeting Objectives

Meeting Type

Non-CME

CME Accreditation provided by

Additional Comments

2021 Approved Meeting Times

Please select your date/time preference from the following options. The meeting times below are the approved options, and ensure that your ancillary meeting does not conflict with the AAIC program, exhibit hall or poster presentations. Ancillary meetings cannot be scheduled outside of these approved times. Space will be assigned on a first come, first serve basis when an application is submitted.

Sunday, July 25

All day, please specify requested start and end time below

Monday, July 26

6:30–7:45 a.m.

Tuesday, July 27

6:30–7:45 a.m. 5–9 p.m.

Wednesday, July 28

6:30–7:45 a.m. 5–9 p.m.

Thursday, July 29

6:30–7:45 a.m. 5–9 p.m.

Friday, July 30

6:30–7:45 a.m. 5–9 p.m.

My day/time preference is within the above approved hours but my start and end time varies from the above

N/A

Yes, specific start and end time below

Early setup required?

No

Yes, setup time needed

Event Requirements

To help us appropriately assign a meeting room, please include more information about your meeting needs below. Should your anticipated attendance or set needs change drastically, please contact the Alzheimer's Association immediately. Should another room be required to accommodate the updated needs, the Alzheimer's Association will assist in adjusting your space based on availability. Any hotel fee associated with this change will be the responsibility of the company organizing the meeting.

Anticipated Number of Attendees

Room Set: Conference U-Shape Classroom Theatre Banquet Rounds Crescent Rounds Reception

Food & Beverage: Breakfast Lunch (Sunday only) Reception Dinner Coffee Break

Location Preference

No external ancillary meetings can take place at the Colorado Convention Center; they must take place at one of the conference hotels below. Please select your preference from the following options. Both properties are a short walk from the convention center. Space is assigned based on best fit for meeting needs and on a first come, first served basis. Space can be booked until Friday, July 9, 2021 based on availability.

Hilton Denver City Center
1701 California St, Denver, CO 80202

Le Méridien Denver Downtown/AC Hotel Denver Downtown
1475 California St, Denver, CO 80202/750 15th St, Denver, CO 80202

Payment

The \$500 non-refundable application fee must be paid in full (for each meeting requested) when submitting this application or meeting space will not be released. All additional meeting logistics and fees, including (but not limited to) room rental, audio visual, catering, tables/chairs, decorations and signage will be handled with the hotel directly and are the responsibility of the company organizing the meeting.

Cardholder Name

Credit Card #

Exp. Date

Security Code

Billing Address (if different than page 1)

Authorized Signature

Date

Application Submission & Questions

Please submit the completed form and payment to Mary Kate Raminski. Please allow 2-3 business days for form review, payment processing and space assignment. Following this, a confirmation that includes a hotel contact and space assignment will be sent. If you have any further questions, please contact Mary Kate Raminski.

Mary Kate Raminski, CMP
Director, Conference Services
Alzheimer's Association
225 N Michigan Avenue, Suite 1700
Chicago, IL 60601
312-335-5827
mraminski@alz.org

For Internal Use Only

Date Submitted to Finance

Amount to Be Charged

TA Fund

Project

Source Code

Description

Receipt to