

2020 ASCLD Symposium

Adjunct Meeting Request Form

Requesting Company: _____

Requesting Contact Name: _____

Requesting Contact Phone: _____

Requesting Contact Email: _____

Onsite Contact Name (if different from above): _____

Onsite Contact Phone: _____

Onsite Contact Email: _____

Bill To Name (if different from above): _____

Bill To Phone: _____

Bill To Email: _____

Proposed Meeting Name: _____

Requested Meeting Day: ☐ Sunday ☐ Monday
 ☐ Tuesday ☐ Wednesday ☐ Thursday

Requested Meeting Set Up Start Time: _____

Requested Meeting Start Time: _____

Requested Meeting End Time: _____

Number of Attendees: _____

Room Set (classroom, theater, boardroom, etc.): _____

Food and Beverage Needs: _____

Food and Beverage Serving Times: _____

Audio Visual Needs: _____

**No audio visual equipment (screen, projector, microphone, etc.) will be provided in the room. All equipment must be ordered and paid for separately.*

Thank you for your interest in hosting a meeting in conjunction with the upcoming ASCLD Symposium. In order to ensure a great experience for everyone, kindly adhere to the following rules and regulations.

Adjunct Meeting Rules & Regulations

1. ASCLD initiatives take priority over any other meeting requests
2. Vendors may not support an adjunct meeting (i.e. provide food/drink or media) without the prior written approval of the ASCLD Board
3. Adjunct meetings may not take place at the same time as the plenary sessions
4. ASCLD will not provide any multimedia or support of multimedia for adjunct meetings
5. ASCLD will not provide any food or drink for the adjunct meeting
6. If you would like to have food/drink and/or AV at your meeting, you must submit a request to the ASCLD meeting planner (Kinsley Meetings) who will coordinate these with you
7. Room requests and any other costs must be coordinated through the ASCLD meeting planner
8. Room space is limited and will be accommodated on a first come, first serve basis

If approved you will be contacted by the meeting planning company, Kinsley Meetings

- ☐ I have completed this form in its entirety. My signature acknowledges that I have read and understood the adjunct meeting rules and regulations. If found in violation, I understand that I may be subjected to a fine or may be unable to host a meeting at the next ASCLD Symposium.

Accepted and agreed to by Requesting Party:

Requesting Party – Signature

Requesting Party – Printed

Date