

Internal Meeting Request Application

THE AADSM MUST RECEIVE THIS APPLICATION, FULLY COMPLETED, BY MAY 15, 2020.



Thank you for your interest in securing hotel meeting space during the 2020 AADSM Annual Meeting. Applications are accepted between January 24 and May 15, 2020. Once your application is processed and approved, you will receive an email with contact information for the Hilton New Orleans Riverside. You are encouraged to contact the hotel and work directly with them to make the final plans for your meeting. Any costs incurred with your meeting will be billed directly to you by the hotel.

There is a non-refundable application fee of \$100 per meeting. The application will not be reviewed until the payment is received. Please note: *This fee is waived for AADSM 2020 Platinum, Gold, and Silver Sponsors.*

Internal meetings may not be scheduled during the following blackout program hours:

Friday, May 29
8:00am – 6:30pm

Saturday, May 30
8:00am – 5:30pm

Sunday, May 31
8:00am – 5:00pm

CONTACT INFORMATION

Company Name:	
Primary Contact Person:	
Telephone:	Email:

MEETING INFORMATION:

Purpose of the Meeting: <i>(50-word maximum)</i>	
Date(s) of Meeting:	Time(s) of Meeting:
Estimated Attendance:	
Food, Beverage, and Audio-Visual Requirements: <i>(50-word maximum)</i>	
Additional Information/Comments: <i>(50-word maximum)</i>	

PAYMENT INFORMATION:

I am a 2020 AADSM Platinum, Gold, or Silver Sponsor <i>(No Charge)</i>		
Please charge me the non-refundable application fee of \$100 per event .		
GRAND TOTAL:		
Select payment method:		
Personal Check or Money Order*		
Credit Card: (Check One)	Visa	American Express MasterCard Discover
Card Number:	Exp. Date:	Validation Code:**
Name on Card:	Signature:	
<i>* Checks and international money orders should be made payable to the AADSM. Checks will not be accepted unless they are made in U.S. funds drawn on a U.S. bank.</i>		
<i>** For VISA, MasterCard, or Discover, the validation code is the last three digits in the signature box. For an American Express, the validation code is the four numbers above the credit card number.</i>		

PLEASE SUBMIT THIS FORM TO:	AADSM Attn: Rose Zuniga 1001 Warrenville Rd., Suite 175 Lisle, IL 60532	Phone: (630) 686-1470 Fax: (630) 686-9876 Email: rzuniga@aadsm.org
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