



Special Function/Space Release Instructions

Special Function/Space Release Final Deadline – March 26, 2004

Groups wishing to hold functions prior to or during the AAPA's Annual PA Conference may request function space using the Special Function/Space Release form.

Although space will be assigned through the conference start dates, optimum meeting space will be assigned in November. For your event to be listed in the Preliminary Program, your request must be received by **December 1, 2003**.

- Although AAPA is providing function space for your group, it does not endorse or sponsor your function. Please ensure that promotional materials are clear and do not imply that your function is an official AAPA event.
- Space is assigned according to the date received and the availability of the facility. Space assignments/confirmation will begin November 2 and continue through the conference start date; you should expect a confirmation approximately 4 weeks after submitting a request. There is no charge for meeting space; however, you are responsible for all costs associated with the event, such as food and beverage and audiovisual.
- Multiple meetings by the same constituent organization may be limited due to space availability. It is the objective of the Academy to accommodate all constituent meetings by the March 26 deadline. After March 26, multiple meetings of constituent groups will be assigned according to the date received and the availability of the preferred facility.
- Event requests received after March 26 are not guaranteed to be printed in the Final Program.
- Companies who contract third parties to plan functions are requested to submit a letter of authorization stating the name of the third party to the Academy.
- If you cancel your function(s) after the meeting space has been confirmed, you will be liable for any cancellation charges levied by the hotel.

- Special Functions/Space Release Events may not take place during some components of the official program of the AAPA's annual conference, including the General Session, Regional Meetings, Specialty Organizations Networking, Caucus Networking, Federal Services Congress, State Legislative Coordinators Meeting, Reimbursement Coordinators Meeting, Consortium of PA Representatives to State Medical Boards, and evening events sponsored by AAPA.
- Special Function/Space Release Events will not be listed in the AAPA's 32nd Annual PA Conference Advance Registration Program. They will be listed in AAPA News and on AAPA's Web site (updated monthly).
- Special Function/Space Release Events will also be listed in the AAPA's 32nd Annual PA Conference Final Program; however, your request must be received by March 26. Event requests received after March 26 are not guaranteed to be printed in the Final Program.
- Preregistrant mailing labels are available after April 5, 2004. Please contact Lauren Miller at AAPA, 703/836-2272, ext. 3430; e-mail, lmiller@aapa.org, to order labels. The cost for labels to constituent groups is \$100, regardless of the quantity. This rate is discounted from the normal \$500/1,000 names rate. You may only request the labels for members of your constituency who are attending the annual conference. Groups requesting the full set of preregistrants will be charged the normal selling price of \$500/1,000 names.
- You will be responsible for all charges incurred for your event and for establishing an account with the assigned facility. Upon confirmation of your event, you will receive the contact information for the Catering and Convention Services Manager. All arrangements should be made directly with the Catering or Convention Services Manager. If you cancel your function(s) after the meeting space has been confirmed, you will be liable for any cancellation charges levied by the hotel.
- Arrangements for audiovisual equipment must be made through AAPA's official contractor. If you cancel your function(s) after the meeting space has been confirmed, you will be liable for any cancellation charges for audiovisual equipment that has been ordered.

**USE OF THIS FORM DOES NOT CONSTITUTE
APPROVAL OF CME.**