

AAO-HNSF 2011 Annual Meeting & OTO EXPO Meeting Space Application



AFFILIATE RULES & REGULATIONS

1. All requests for meeting/function space must go through the AAO-HNS/F Meetings Department. This includes any function held outside AAO-HNS/F designated space.
2. Type of Function:
 - a. **Committee:** Small meetings that are held by committees, task forces, boards of universities or non-profit organizations.
 - b. **Alumni Event:** Reception or reunion event planned in conjunction with the AAO-HNS/F "Super Tuesday". All Alumni events will be placed at the San Francisco Marriott Marquis, on Tuesday, September 13th from 6:30pm – 8:00pm, unless otherwise noted.
 - c. **Study Group:** Informal group of Academy Members formed to provide an opportunity for case study and comparison on specific specialties or tracks.
3. Meetings may be conducted during the following hours:

DATE	MORNING	EVENING
Saturday, Sept. 10 ^h	Anytime	Anytime
Sunday, Sept. 11 th	End by 8:00am	After 5:30pm
Monday, Sept. 12 th	End by 8:00am	After 5:30pm
Tuesday, Sept. 13 th	End by 8:00am	After 5:30pm
Wednesday, Sept. 14 th	End by 8:00am	After 3:30pm
4. Once submitted, the AAO-HNS/F will review the application. If approved, function space will be assigned on a first-come, first-served basis. Once space is assigned, a confirmation will be sent with the contact of the hotel you will work directly with to finalize arrangements.
5. **Any and all costs for services levied by the hotels or other vendors associated with exhibitor meetings are the sole responsibility of the submitter. AAO-HNS/F is not responsible for payment of any services connected with the event.**
6. **The Submission Deadline for all applications and required documentation is July 15, 2011.** An email notification will be sent to verify receipt of your completed application.
7. Submitters will be notified by **August 8, 2011** of meeting space approval and placement. Please do not call or email prior to this date.
8. Submitters who contact hotels on their own or otherwise attempt to circumvent the Academy's space assignment process are subject to denial.
9. AAO-HNS/F reserves the right to accept, reject or condition acceptance, based on AAO-HNS/F's sole discretion, for any reason, which need not be disclosed to the applicant. All outstanding obligations to AAO-HNS/F by the submitter, including payment of all debts must be fulfilled.
10. The submitter shall protect, indemnify, hold harmless and defend AAO-HNS/F, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AAO-HNS/F, its officers, directors, agents or employees.
11. If you have any questions, please contact Samantha Cribari at als@entnet.org for assistance.

AAO-HNS/F has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Exhibitors/Affiliates agree to abide by any rules and regulations that may hereafter be adopted. All matters or questions not covered by the above rules and regulations are subject to the discretion of AAO-HNS/F. These rules and regulations may be amended at any time by AAO-HNS/F, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AAO-HNS/F to such parties.



FUNCTION TYPE

Please Indicate the Type of Function:

- ALUMNI COMMITTEE STUDY GROUP OTHER _____

CONTACT INFORMATION

Name of Company/University _____ Booth# _____

Primary Contact Name and Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____ Fax _____

MEETING INFORMATION

Name of Meeting: _____

Purpose of Meeting _____

Day/Date _____ Start Time _____ End Time _____ # of Attendees _____

Type of Attendees: Otolaryngologist/Physician Company/University Staff Other

<p>Meeting Setup <input type="checkbox"/> Conference <input type="checkbox"/> Schoolroom <input type="checkbox"/> Rounds <input type="checkbox"/> Hollow Square/U-Shape <input type="checkbox"/> Other _____</p> <p>AV Requirements <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please indicate the av equipment will you need: <input type="checkbox"/> LCD Projector <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Flipcharts <input type="checkbox"/> TV/DVD</p>	<p>Preferred Facility* (Alumni Functions will be slotted at the San Francisco Marriott Marquis from 6:30pm – 8:00pm, unless otherwise requested)</p> <p>1st Choice _____</p> <p>2nd Choice _____</p> <p>3rd Choice _____</p>
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APPLICATION FEE

Administrative Fee:	Up to – June 27	After June 27th
<i>(All Administrative Fees are non-refundable)</i>	\$350.00 per Function	\$500.00 per Function

Method of Payment Check Visa MasterCard American Express

Please include credit card information or mail your check or money order, made payable to AAO-HNSF, with completed application to AAO-HNSF, Attn: Meetings, 1650 Diagonal Road, Alexandria, VA 22314. Applications received without payment will not be processed. **By completing the following information, I am authorizing the application fee to be applied to my credit card. I have read and understand and agree to the AAO-HNSF guidelines and restrictions.**

Credit Card Number _____ Expiration Date _____

Cardholder's Name _____ Cardholder's Signature: _____

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