



FUNCTION ROOM REQUEST FORM



AATS 88TH Annual Meeting

May 10-14, 2008 – San Diego Convention Center – San Diego, CA

Sponsoring Company Name

Contact Name

Address

City

State

Zip

Country

Phone

Fax

Email

Brief Description of event:

REQUESTED DAY/DATE OF MEETING

- Friday, May 9, 2008 8:00 a.m. – 5:00 p.m.
- Saturday, May 10, 2008 After 6:00 p.m.
- Sunday, May 11, 2008 Before 8:00 a.m. / after 7:00 p.m.
- Monday, May 12, 2008 Before 8:00 a.m. / after 6:00 p.m.
- Tuesday, May 13, 2008 Before 8:00 a.m.
- Wednesday, May 14, 2008 After 12 Noon

REQUESTED TIME

(Please refer to time guidelines to the left)

Start: _____ am/pm (circle one)

Finish: _____ am/pm (circle one)

ROOM SET

- Classroom Podium
- Theater Head table # ppl_____
- Conference
- Hollow Square
- U-shape
- Reception
- Banquet (rounds)

FUNCTION TYPE

- Social Event \$1,000 \$250
- Investigator's Meeting \$ 500 \$250
- Focus Group \$ 500 \$250
- Committee Meeting \$ 500 \$250
- Hospitality \$1,000 \$250
- Staff Meeting \$ 500 \$250

LOCATION: Convention Center Hotel

EXPECTED ATTENDANCE: _____

Once space has been assigned and confirmed by AATS you will be put in direct contact with a catering representative. Catering, special set fees, AV, electrical/telecommunications, and labor are not included in the fee. Each sponsor is responsible for all charges to the facility.

PAYMENT INFORMATION

FEE DUE: \$ _____ Check amount enclosed: \$ _____

CREDIT CARD   

Amount to be charged: \$ _____

Credit Card Number _____ Expiration Date _____ Security Code (3-4 numbers on front or back of card) _____

Name as it appears on credit card _____ Cardholder's Signature _____

- Please check if credit card billing address is same as contact information at the top of the form.
- If billing address is different please enter below.

Complete and return to:

American Association for Thoracic Surgery
900 Cummings Center, Suite 221-U,
Beverly, MA 01915 USA
978-927-8330 Fax: 978-524-0498 meetings@aats.com

Company Name

Street Address

City/State/Postal Code /Country