

# FUNCTION APPROVAL AND SPACE REQUEST FORM

**DEADLINE:  
JUNE 26, 2009**

Organizations wishing to hold group functions in conjunction with the ASTRO Annual Meeting must first obtain ASTRO approval. All scheduled events must adhere to ASTRO regulations and may not take place during specified dates and times. Once the function has been approved, ASTRO will assign a hotel if one was requested on the second page of this form. The organization or its agents will then work directly with the hotel to make arrangements pertaining to the proposed event. Please submit one form for each function you would like to hold. **Approval is required for all affiliate events, independent of whether the organization is requesting function space.**

## FUNCTION SPACE REGULATIONS

- ASTRO prohibits competing functions with ASTRO educational sessions. Functions or transportation to and from functions may not be held during the following dates and times:
  - Sunday, November 1            8:00 a.m. - 5:45 p.m.
  - Monday, November 2         8:00 a.m. - 6:15 p.m.
  - Tuesday, November 3        8:00 a.m. - 6:15 p.m.
  - Wednesday, November 4     8:00 a.m. - 6:15 p.m.
  - Thursday, November 5       8:00 a.m. - 11:00 a.m.
- Each organization is responsible for any charges for meeting space, catering, audio visual, etc.
- All promotional materials associated with each function must be submitted to ASTRO for review. The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials without the express written consent of ASTRO is prohibited.
- Events that are educational in nature may qualify as Industry Satellite Symposia, which require submission of a separate application. Visit [www.astro.org/corporaterelations/](http://www.astro.org/corporaterelations/) for more information.
- Press conferences are prohibited during the hours of 7:00 a.m. - 6:30 p.m.

## CONTACT INFORMATION *(required)*

ASSOCIATION/COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

## FUNCTION SPECIFICATIONS *(required)*

FUNCTION NAME

FUNCTION DESCRIPTION/PURPOSE

FUNCTION LOCATION (Leave blank if requesting hotel space assignment from ASTRO.)

FUNCTION DATE

START TIME

END TIME

ANTICIPATED ATTENDANCE

- Check here if this program is educational in nature.
- Check here if you are developing marketing materials for this function. ASTRO requires review of all marketing materials prior to printing and production.
- Check here if this is a staff only event involving no ASTRO Annual Meeting registrants or press.

## FUNCTION TYPE *(required)*

- Breakfast                       Dinner                               Workshop/Seminar                       Reception
- Luncheon                         Meeting                               Office                                       Other \_\_\_\_\_

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**PLEASE COMPLETE THIS PAGE ONLY IF YOU ARE REQUESTING SPACE AT AN OFFICIAL ASTRO VENUE.**

**ROOM SET-UP** *(required)*

- Conference       U-shape       Classroom       Cabaret Tables  
 Hollow Square       Theatre       Round Tables       Other \_\_\_\_\_

Additional requirements (audio visual equipment, staging, etc.): \_\_\_\_\_

**VENUE PREFERENCE**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IMPORTANT:**

ASTRO will begin releasing meeting space in May 2009. Once your meeting is approved, you will receive written confirmation from ASTRO within 14 days and your request will be forwarded to the hotel of your choice. The venue will contact you directly to discuss meeting space availability and meeting requirements. **Space is assigned on first-come, first-served basis.**

**ASTRO OFFICIAL VENUES**

(Distance to convention center is placed in parentheses next to each venue.)

1. The Blackstone, a Renaissance Hotel (3 mi.)
- 2. Chicago Marriott Downtown** (4.1 mi.)
- 3. The Drake Hotel** (4.5 mi.)
- 4. Fairmont Chicago** (3.7 mi.)
5. Hard Rock Hotel Chicago (3.7 mi.)
- 6. Hilton Chicago** (4.4 mi.)
7. Hyatt McCormick Place (0 mi.)
- 8. Hyatt Regency Chicago** (3.4 mi.)
- 9. InterContinental Chicago** (3.9 mi.)
- 10. McCormick Place** (0 mi.)
- 11. Millennium Knickerbocker** (6 mi.)
- 12. Palmer House Hilton** (3.4 mi.)
13. Renaissance Chicago Hotel (4 mi.)
14. Sheraton Chicago (3.9 mi.)
- 15. Swissotel Chicago** (3.8 mi.)
- 16. Westin Michigan Avenue** (4.5 mi.)
17. Westin River North (4 mi.)

**ASTRO currently has event space held at the bolded venues above. Choosing a bolded venue will result in a faster approval and venue space assignment.**

**ASTRO USE ONLY:**

Date form received: \_\_\_\_\_

Promotional Materials: Yes \_\_\_\_\_ No \_\_\_\_\_

Request Approved: \_\_\_\_\_

**PROCESSING FEE**

**Companies requesting space at an official ASTRO venue will be assessed a nonrefundable processing fee. Space will not be released until this processing fee has been paid.**

**Nonrefundable processing fees for function space assignments are as follows:**

<b>Functions with:</b>	
<input type="radio"/> 1- 49 attendees	\$50.00
<input type="radio"/> 50 - 99 attendees	\$150.00
<input type="radio"/> 100 - 499 attendees	\$300.00
<input type="radio"/> 500 or more attendees	\$500.00
<b>Total Due:</b>	

**PAYMENT METHOD**

- American Express       Discover       MasterCard       Visa

CARD NUMBER

EXPIRATION DATE

CARDHOLDER NAME

CARDHOLDER SIGNATURE