



ATS 2013

Where today's science
meets tomorrow's care™

HOTEL MEETING ROOM APPLICATION

Thank you for your interest in securing hotel meeting space during the ATS 2013 International Conference. **We ask that you submit one application for each event requested.** Applications are accepted between January 14, 2013 and May 10, 2013. Once your application is processed and approved, you will receive a letter with contact information for the official ATS conference hotels in the Philadelphia area. You are encouraged to contact the hotel of your choice and work directly with them to make the final plans for your event. Any costs incurred with your event will be billed directly to you by the hotel.

The meeting space fee is waived for ATS Corporate Members at the Benefactor Level

EARLY BIRD DEADLINE: APRIL 5, 2013

FINAL DEADLINE: MAY 10, 2013

E-mail completed forms to: Laurie Kaderabek, Coordinator, Corporate Alliances, American Thoracic Society, 25 Broadway, 18th Floor, New York, NY 10004; E-Mail: lkaderabek@thoracic.org; Fax: (212) 315-6489

CONTACT INFORMATION

Company:	<input type="text"/>	Contact Name:	<input type="text"/>
Street Address:	<input type="text"/>	Contact Title:	<input type="text"/>
City, State, Zip:	<input type="text"/>	Telephone:	<input type="text"/>
Country:	<input type="text"/>	E-Mail:	<input type="text"/>
<input type="checkbox"/> An outside agency is coordinating the meeting		Are you an ATS 2013 Exhibitor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Name:	<input type="text"/>	Agency Contact:	<input type="text"/>
Address:	<input type="text"/>	Contact Title:	<input type="text"/>
E-mail:	<input type="text"/>	Telephone:	<input type="text"/>

MEETING PURPOSE/ FUNCTION INFORMATION

Meeting Name:	<input type="text"/>	Date:	<input type="text"/>		
Number of Attendees:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Function Type:	<input type="checkbox"/> Meeting	<input type="checkbox"/> Staff Meeting	<input type="checkbox"/> Reception	<input type="checkbox"/> Dinner	<input type="checkbox"/> Multi-Day Use
Meeting Purpose and Agenda: (Please be as detailed as possible)	<input type="text"/>				

MEETING ATTENDEES

Please confirm which of the following categories of individuals affiliated with your organization will be in attendance. **Check all that apply.**

Non-Staff Staff Other, please define:

PREFERRED HOTEL SELECTION*

*Please note that hospitality desk requests are not eligible for the three headquarter hotels: The Philadelphia Marriott, the Loews Philadelphia, and the Courtyard by Marriott. Hospitality desks may not be placed in the lobby of any hotel.

Hotel 1:	<input type="text"/>
Hotel 2:	<input type="text"/>
Hotel 3:	<input type="text"/>

NON-REFUNDABLE MEETING SPACE FEE*

*This fee is waived for ATS Corporate Members at the Benefactor Level. Please note that the ATS meeting space fee is separate from your function space cost at the hotel of your choosing.

Received on or before April 5, 2013:	Single Event (\$150 per Application)	Multi-day Use (\$450 per application)
Received after April 6, 2013:	Single Event (\$250 per Application)	Multi-day Use (\$600 per application)

Hospitality Desk Applications: \$250 on or before April 5, 2013; \$350 after April 6, 2013

Enter Amount: Credit Card Number:

MasterCard Visa AmEx Discover Diner's Club

CSV# (3 or 4 Digit Code): Expiration Date:

Name as it appears on card:

Authorized
Signature:
(please
insert an
image file)

Check or Money Order (attached)

Make check or money order is payable to **American Thoracic Society**. Must be drawn on a US bank in US dollars. No vouchers or purchase orders will be accepted.

TERMS AND CONDITIONS

SCHEDULING RESTRICTIONS:

- Large events (more than 50 guests) should not detract from attendance at official ATS sessions or compete with Non-CME Industry Symposia, and therefore are encouraged to be held either prior to the start of or immediately following conference activities.
- LARGE EVENTS (MORE THAN 50 GUESTS) ARE NOT ELIGIBLE TO BE HELD ON:**
 - SATURDAY, MAY 18, 2013 (4:45 PM - 9:30 PM)**
 - SUNDAY, MAY 19, 2013 (4:45 PM - 9:30 PM)**
 - TUESDAY, MAY 21, 2013 (11:30AM - 1:00 PM and 6:30 PM - 9:30 PM)**
- Companies that wish to apply for a meeting room on a 24-hour hold or for multiple conference days to hold staff meetings or pre/post con meetings of exhibit staff are welcome to do so.
- If you are interested in applying for multi-day use space, please indicate this on the application. Please provide a detailed accounting of the days needed and the function(s) planned under the **Meeting Purpose and Agenda** section of the application.
- If you would prefer a Meeting Suite in the Pennsylvania Convention Center, please contact Stacy Blackshaw at sblackshaw@thoracic.org.

FUNCTION CONTENT:

- The American Thoracic Society welcomes hotel meeting room requests for social functions and receptions, committee meetings and staff meetings.
- Please note that presentations must not include educational or scientific content unless the attendees have a contractual or otherwise close relationship with the outside organization (close relationship is defined as an employee, consultant, or grantee).
- Study or focus groups and merchandise sales are not eligible for function space in the hotels; however, you can obtain Meeting Suite space in the Pennsylvania Convention Center for these functions by contacting Stacy Blackshaw at sblackshaw@thoracic.org.

FUNCTION SIGNAGE:

- Signs are allowed outside the entrance to your meeting room one hour prior to and during your event.
- Signs may not be placed in the lobbies of any official conference facility, including conference hotels.
- All signs are subject to the regulation of your respective meeting facility. Please check with your hotel coordinator as each hotel is different.