

AMERICAN ACADEMY OF PEDIATRIC DENTISTRY  
67<sup>th</sup> Annual Session, Boston, MA  
Affiliate Function Request Form



All requests for meeting space during AAPD's 67<sup>th</sup> Annual Session must be approved by AAPD Headquarter Office. The Headquarter Hotel(s) will not be able to approve any requests directly.

**DEADLINES**

**Registration Materials**

All requests for meeting space must be received at the AAPD Headquarter Office no later than Monday, **October 7, 2013** in order to be listed in January issue of the *Pediatric Dentistry Today*.

**Program Book**

The final program book is handed out to all attendees on site at the meeting. For your function to appear in the final program book, all listings must be received no later than **Monday, March 3, 2014**.

**Room Assignment, Hotel & Menu Information**

Audio/Visual & Catering Requirements are to be made directly with the assigned hotel. Hotel contact information and room assignment will be emailed to you by **the end of February 2014**.

**FUNCTION REQUEST INFORMATION**

Title of Meeting/Alumni Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address (required): \_\_\_\_\_

Desired Date: \_\_\_\_\_ Desired Time: \_\_\_\_\_ to \_\_\_\_\_

**SET-UP SPECIFICATIONS**

Number of attendees: \_\_\_\_\_ (required)

☐ Conference/Hollow Square ☐ Cocktail tables ☐ Banquet Rounds of \_\_\_\_\_

☐ Theater ☐ Schoolroom ☐ Add a Head Table for \_\_\_\_\_

Additional Instructions: \_\_\_\_\_