



American Academy of Periodontology

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TO: AAP Affiliate Group Function Organizers
FROM: AAP Meeting Services
DATE: July 11, 2023
RE: Affiliate Functions at the AAP 109th Annual Meeting

If you would like to hold a reception, dinner, or business meeting during the AAP 109th Annual Meeting in Austin, Texas, Thursday, November 9, through Sunday, November 12, 2023, please complete and return the attached Affiliate Functions Reservation Form to advise us of your requirements.

Your event may be scheduled on any day during the meeting, provided it's held during the following program-free hours:

- Thursday, November 9 5:00 pm - 12:00 midnight
- Friday, November 10 7:00 pm - 12:00 midnight
- Saturday, November 11 6:30 pm - 12:00 midnight
- Sunday, November 12 3:15 pm - 12:00 midnight

Any events planned for the morning must end by 8:00 am on all four days of the meeting.

Note: Most alumni events will take place Friday, November 10, and Saturday, November 11.

There are five AAP-contracted hotels in Austin: Hilton Austin* (co-headquarters hotel), Fairmont Austin (co-headquarters hotel), Omni Austin, Thompson Austin, and tommie Austin. Once we receive your Affiliate Functions Reservation Form and approve it, we will assign your event to a space at your desired location and put you in touch with the contact person at that venue.

Please note that the cost of your meeting room, including room rental, food and beverage, and audio-visual, will be your responsibility. You and your organization will work directly with the hotel on your event arrangements. As a reminder, all food and beverages must be ordered through the venue. No outside food or beverages are allowed.

If you have any questions, contact Meeting Services at 312-787-5518 or events@perio.org.

* Hilton Austin no longer has available space on Friday, November 10, or Saturday, November 11.

AFFILIATE FUNCTIONS RESERVATION FORM

Official Name of Function:

Function Day/Date: _____ **Expected Attendance:** _____

Function Start Time: _____ **Function End Time:** _____

Type of Function:

Reception Business Meeting Dinner Seminar Other: _____

Desired Location:

Hilton Austin (co-headquarters hotel) [Note: This venue no longer has available space on Friday or Saturday.]

Fairmont Austin (co-headquarters hotel)

Omni Austin

Thompson Austin

tommie Austin

On own (name of venue): _____

Room Set:

Reception-style (cocktail tables and bar) Banquet-style (rounds of 10)

Theater-style (rows of chairs) Conference-style (one large table)

Other: _____

Food and Beverage Requirements:

Breakfast (buffet, plated, continental) Beverage break (hot, cold, hot & cold)

Lunch (buffet, plated, boxed) Cocktail reception (hors d'oeuvres/drinks)

Dinner (buffet, plated) None

Audio-Visual Requirements:

None Podium Podium microphone Flatscreen

LCD projection package (for PowerPoint) with screen Other: _____

Individual to whom reservation information should be sent (PLEASE PRINT):

Name: _____

Address: _____

Phone: _____ **Email:** _____

Please email the completed form to events@perio.org.