



## American Academy of Periodontology

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**TO:** Postdoctoral Program Directors and Alumni-Related Group Function Organizers  
**FROM:** AAP Meeting Services  
**DATE:** July 11, 2023  
**RE:** Alumni Functions at the AAP 109<sup>th</sup> Annual Meeting

If you would like to hold an alumni-related event during the AAP 109<sup>th</sup> Annual Meeting in Austin, Texas, Thursday, November 9, through Sunday, November 12, 2023, please complete and return the attached Alumni Functions Reservation Form to advise us of your requirements.

Friday, November 10, and Saturday, November 11, are the evenings traditionally set aside for alumni functions. However, you may schedule your event 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.

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 Alumni 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.

Reservations need to be received by the AAP no later than Friday, June 30, 2023, to ensure that your event will be listed on the AAP Annual Meeting mobile app and in the onsite pocket guide.

Please complete and return the Alumni Functions Reservation Form even if you do not require assistance with hotel function space, but still wish to include your event on the mobile app and in the onsite pocket guide.

If you have any questions, please contact Meeting Services at 312-787-5518 or [events@perio.org](mailto:events@perio.org).

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

# ALUMNI FUNCTIONS RESERVATION FORM

**Official Name of Function (for inclusion on the AAP mobile app and in the onsite pocket guide):**

\_\_\_\_\_

**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](mailto:events@perio.org).