



Due to the abundance of educational opportunities and increased resources available to attendees, meeting space at the convention center is limited. Many of the ancillary events held during Congress will be placed at the Hyatt Regency. Preferences will be assigned on a space available basis.

- There is no meeting room rental for ancillary events held at the headquarters hotel. Expenses such as catering, audio visual, electrical, Internet, etc. requested in conjunction with your meeting are the sole responsibility of the group requesting the meeting space and must be negotiated directly with the hotel.
- Meetings will be limited to a maximum of 1.5 hours.
- A \$50.00 AORN administrative fee will apply.

To better accommodate all our registrants' ability to attend the maximum education sessions and have the full opportunity to visit the exhibit hall, meetings are authorized during the following hours:

- Monday, March 15 between 7:00 am and 4:30 pm
- Tuesday, March 16 between 7:00 and 8:30 am
- Ancillary groups may not schedule any events that provide contact hours opposite Congress education sessions.

All requests must be received in writing by MONDAY, NOVEMBER 30, 2009. Meeting room assignment will begin December 1 with assignments finalized and confirmations mailed by Monday, January 4, 2010. Requests received after November 30, will be processed on a space-available basis.

REQUESTING GROUP'S INFORMATION

Group Name: _____ Group Contact: _____

Mailing Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____ E-Mail Address: _____

MEETING SPACE PREFERENCES

1st Choice: Meeting Date: _____ Meeting Start Time: _____ Meeting End Time: _____

2nd Choice: Meeting Date: _____ Meeting Start Time: _____ Meeting End Time: _____

Title of Function: _____ **Expected Attendance:** _____

Function Type: Breakfast Lunch Dinner Education Event Other _____

Preferred Seating Style: Classroom Theatre Conference U-Shape Banquet Rounds Other _____

Head Table Required: Yes No **Catering Required?** Yes No

Would you like this function listed in the **Pre-Congress AORN Journal?** Yes No **In the Congress Program?** Yes No
Notification deadline is **November 30, 2009**. Requests received after this date may not be included in these publications.

SUBMITTED BY: _____ **DATE:** _____

<p>AORN Administrative Fee \$50.00</p> <p><input type="checkbox"/> Check Enclosed payable to AORN</p> <p><input type="checkbox"/> Charge: __VISA __MC __AMEX __Discover</p> <p>Card No: _____ Card Name _____</p> <p>Expires: _____</p> <p>Signature: _____</p>
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<p>RETURN BY NOVEMBER 30 TO:</p> <p>Sandy Abbott, Meetings Manager AORN 2170 S. Parker Rd., #300 Denver, CO 80231 E-MAIL: sabbott@aorn.org FAX: 303-752-2044</p> <p>QUESTIONS: 1-800-755-2676 x209</p>
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