



## **Private Social Functions/Special Events Approval Form**

If you plan on holding any hospitality functions or social events at the AUTM 2019 Annual Meeting, they must be pre-approved by AUTM headquarters in writing. Social functions are allowed only during program-free hours and must not conflict with any of AUTM's educational sessions, special programs, social and themed events, including receptions and meals provided by AUTM.

Failure to comply may result in denial of participation in all future AUTM events.

During the AUTM 2019 Annual Meeting, February 10 - 13, in Austin, TX, events may NOT be planned as follows:

- between 4 - 8 p.m., Sunday, February 10
- prior to 8 p.m., Monday, February 11
- prior to 5:30 p.m., Tuesday, February 12
- prior to 6 p.m., Wednesday, February 13

If you or someone from your company is planning a private function or event, please complete the following and return it for approval to Becky Gilbert, *no later than Monday, December 17, 2018*.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date and Times of Private Event: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Number of People: \_\_\_\_\_

*Please include a copy of your event invitation with your completed form.*

We appreciate your compliance and wish you success with your event!

**AUTM headquarters must receive this form by Monday, December 17, 2018.** Please be sure to send the completed form with your event invitation to the attention of Becky Gilbert prior to December 17, 2018. Thank you for your continued support of AUTM.

RETURN TO:

Becky Gilbert  
AUTM  
One Parkview Plaza, Suite 800  
Oakbrook Terrace, IL 60181  
Phone: +1-847-686-2298  
rlgilbert@autm.net

OFFICE USE ONLY

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_