



Private Social Functions/Special Events Approval Form

If you plan on holding any hospitality functions or social events at the AUTM 2020 Annual Meeting, they must be pre-approved by AUTM 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 2020 Annual Meeting, March 8 - 11, in San Diego, CA, events may NOT be planned as follows:

- between 4 - 8 p.m., Sunday, March 8
- prior to 8 p.m., Monday, March 9
- prior to 5:15 p.m., Tuesday, March 10
- prior to 6 p.m., Wednesday, March 11

If you or someone from your company is planning a private function or event, please complete the following and return it for approval to Sandra Elery *no later than Monday, January 13, 2020*.

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 must receive this form by Monday, January 13, 2020. Please be sure to send the completed form with your event invitation to the attention of Sandra Elery prior to January 13, 2020. Thank you for your continued support of AUTM.

RETURN TO:

Sandra Elery
AUTM
One Parkview Plaza, Suite 800
Oakbrook Terrace, IL 60181
Phone: +1-847-686-2280
selery@autm.net

OFFICE USE ONLY

Approved by: _____

Date: _____