



American Academy of Periodontology

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TO: AAP Affiliate Group Function Organizers

FROM: AAP Meeting Services

DATE: April 14, 2022

RE: Affiliate Functions at the AAP 108th Annual Meeting

It's time to begin planning affiliate functions to be held during the AAP 108th Annual Meeting in Phoenix, Arizona, October 27-30, 2022. If you would like to hold a reception, dinner, or business meeting during the Annual Meeting, please complete and return the attached Affiliate Functions Reservation Form to advise us of your requirements.

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

- Thursday, October 27 7:00 pm - 12:00 midnight
- Friday, October 28 7:00 pm - 12:00 midnight
- Saturday, October 29 7:00 pm - 12:00 midnight
- Sunday, October 30 4:00 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, October 28, and Saturday, October 29.

There are three AAP-contracted hotels in Phoenix: the Sheraton Grand Phoenix (which is this year's headquarters hotel), the Renaissance Phoenix Downtown, and the Hyatt Regency Phoenix. 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. For best availability, please return this form by Friday, June 24.

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.

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:

- Sheraton Grand Phoenix (headquarters hotel)
 Renaissance Phoenix Downtown
 Hyatt Regency Phoenix
 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.