



## American Academy of Periodontology

---

Suite 800 • 737 N. Michigan Avenue • Chicago, Illinois 60611-6660  
312-787-5518 • Fax 312-787-3670 • perio.org

**TO:** Postdoctoral Program Directors and Alumni-Related Group Function Organizers

**FROM:** AAP Meeting Services

**DATE:** April 14, 2022

**RE:** Alumni Functions at the AAP 108<sup>th</sup> Annual Meeting

It's time to begin planning alumni functions to be held during the AAP 108<sup>th</sup> Annual Meeting in Phoenix, Arizona, October 27-30, 2022. If you would like to hold an alumni-related event during the Annual Meeting, please complete and return the attached Alumni Functions Reservation Form to advise us of your requirements.

Saturday, October 29, is the evening traditionally set aside for alumni functions, none of which can start earlier than 7:00 pm. However, you may schedule your event 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

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 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 24, 2022, to ensure that your event will be listed on the AAP Annual Meeting mobile app and in the on-site 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 AAP Annual Meeting mobile app and in the on-site pocket guide.

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

## ALUMNI FUNCTIONS RESERVATION FORM

---

**Official Name of Function (as it should appear on the AAP Annual Meeting mobile app and in the on-site pocket guide):**

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