



Function Space Request

2006 Annual Conference

Exhibit: March 25-28, 2006

Meeting: March 25-29, 2006

Gaylord Palms Resort and Convention Center – Orlando, FL

Deadline: November 18, 2005

Please complete one form for each function planned. All meetings/functions must be approved by AMI.

Coordinator / Organization _____

Address _____

City _____ State _____ ZIP Code _____

Phone _____ Fax _____

E-mail _____

Name of Function _____

Date and Day of Function _____

_____ a.m./p.m. _____ a.m./p.m. _____ a.m./p.m.
Event Start Time Event End Time Time Room Needed for Setup

Expected Attendance _____

Function Type:

- Company sales meeting
- Users meeting
- Symposium
- Breakfast
- Lunch
- Dinner
- Reception
- Other _____

Setup Requirements:

- Conference
- Hollow-square
- U-shaped
- Theater
- Schoolroom
- Rounds # _____
- Cocktail rounds # _____
- Riser
- Head table with # _____ chair(s)

Participants:

- Physicians / Scientists / Technologists
- Company personnel
- Other

Audiovisual Planned? Yes No

Special Equipment Required:

- | | |
|--------------------|------------------------|
| LCD projector | Projectionist |
| PC | Easel |
| Mac | Lectern |
| Overhead projector | Microphone |
| 35mm projector | Speaker phone |
| Screen | Other (describe) _____ |
| Flip chart | |

PLEASE NOTE: Any and all charges for services billed by hotel and other venues are the responsibility of the function sponsor. AMI is not responsible for payment for any services connected with the above event. AMI has no authority over any service charges, rental fees, and labor contracts, etc. that are required by any venue. *Please provide AMI with a sample copy of your function invitation for approval prior to its mailing.*

Agreed to:

Function Organizer's Signature _____ Date _____

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