



2006 Annual Conference

Exhibit: March 25-28, 2006

Meeting: March 25-29, 2006

Gaylord Palms Resort and Convention Center – Orlando, FL

# Function Space Request

**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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