



## Affiliate Meeting Request Form

If your organization, society or company would like to obtain meeting space during the World Sleep 2017, please review the Rules and Regulations listed below and complete this application. All requests shall be approved on a first-come, first-serve basis. Space is limited, so please submit requests as soon as possible.

### Organizer's Information

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

### Rules & Regulations

- Each room will have a projector screen and computer. Additional AV equipment will be at the expense of the requestor.
- If more than 100 attendees will be invited, please provide a full description of the event. In some cases, a large event may be considered a satellite symposium and require funding to the Congress.
- Complimentary nonprofit space will be awarded based on available space.
- Catering will be at the expense of the requestor.
- Standard setup is "Theater".

Email completed form to [info@worldsleepsociety.org](mailto:info@worldsleepsociety.org).