



## Affiliate Meeting Request Form

If your organization, society or company would like to obtain meeting space during the World Sleep 2019, 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: \_\_\_\_\_

Proposed Date (Between September 20-25, 2019): \_\_\_\_\_

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 style."

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

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