Affiliate Meeting Request Form

Due Date: September 22, 2023

Please complete one form for each function requested.
All forms must be received by September 22, 2023 to be considered and booked.

Please Note: Affiliate Group Events will not be scheduled during educational sessions.

Company Name

Contact Name

Address

City

State Zip

Country

Telephone Fax

Email

Type of Event:

☐ Meeting ☐ Hospitality Suite ☐ Other

Preferred Date of Event: _____

Preferred Time of Event: _____
Begin End

Estimated Number of Attendees: _____

Type of Setup:

☐ Classroom ☐ Rounds ☐ Theater
☐ Meeting ☐ Hollow Square ☐ U-Shape

Name of Event: _____

Purpose of Event: _____

Annual Meeting Schedule

Wednesday, November 1

Pre-Meeting Institutes	8:30 a.m. - 5:00 p.m.
Opening Session	6:30 p.m. - 8:00 p.m.

Thursday, November 2

General Sessions and Concurrent Sessions	8:00 a.m. - 6:00 p.m.
Welcome Reception	7:00 p.m. - 8:30 p.m.

Friday, November 3

General Sessions and Concurrent Sessions	8:00 a.m. - 4:30 p.m.

Saturday, November 4

General Sessions and Concurrent Sessions	8:00 a.m. - 3:00 p.m.

Function Fee Schedule

The following fees apply to affiliate group meetings held in conjunction with the ISTSS Annual Meeting at the Westin Bonaventure Hotel & Suites. All food and beverage will need to be planned with and purchased directly from the hotel. ISTSS is not responsible for advertising this event to its attendees.

Please email this form to Shannon Henson, ISTSS's Meeting Manager to confirm space and for information on publicizing your event at shenson@kellencompany.com**.**

Affiliate Meeting Space Fees

Less than 750 square feet	$400
750-1,500 square feet	$500
More than 2,500 square feet	$750

When your event is approved and space availability is confirmed, you will be sent a confirmation email.

Please note: based on space restrictions, we may not be able to accommodate your request. If space is unavailable during your requested date or time, we will provide you with an alternative.