

# Affiliate Meeting Request Form

**Due Date: Wednesday, August 6, 2026**

Please complete one form for each function requested. All forms must be received by Thursday, August 6, 2026 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

<b>Wednesday, September 17</b>	
Pre-Meeting Institutes	8:30 a.m. - 5:00 p.m.
<b>Thursday, September 18</b>	
General Sessions and Concurrent Sessions	8:00 a.m. - 6:00 p.m.
Opening Reception	7:00 p.m. - 8:30 p.m.
<b>Friday, September 19</b>	
General Sessions and Concurrent Sessions	8:00 a.m. - 4:30 p.m.
<b>Saturday, September 20</b>	
General Sessions and Concurrent Sessions	8:00 a.m. - 3:00 p.m.

### Function Fees

The following fees apply to affiliate group meetings held in conjunction with the ISTSS Annual Meeting at the San Antonio Marriott Rivercenter. 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.

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

Please email this form to Miranda Ferrer, ISTSS's Meeting Manager to confirm space and for information on publicizing your event at [mferrer@parthenonmgmt.com](mailto:mferrer@parthenonmgmt.com).

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.