

Please complete this form for **each day** an event is to be held during the SNMMI Annual Meeting:

COMPANY NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL \_\_\_\_\_

MEETING NAME \_\_\_\_\_

DAY

DATE

START TIME

END TIME

**1. Type of Event:**

- Internal (Sales/Training/Board)  
Company Meeting - \$250 skip to #5
- Other: *check meeting type that applies below and proceed to #2*
  - User Meeting
  - Customer Event
  - Focus Group
  - Satellite Symposia (**no CE credit**)
  - Media Event

**4. For Other events (please pick one):**

Eligible meeting times are as follows:

- Saturday, June 13, 8:00pm-end
- Sunday, June 14, 6:00am-8:00am
- Sunday, June 14, 6:30pm-end
- Monday, June 15, 6:00am-8:00am
- Monday, June 15, 6:00pm-end
- Tuesday, June 16, 6:00am-8:00am
- Tuesday, June 16, 7:15pm-end

**7. Set-up Requirements:**

# of people: \_\_\_\_\_

- Conference
- Hollow-square
- U-shape
- Theater
- Schoolroom/Classroom
- Rounds
- Crescent Rounds (3/4 rounds)

**2. If you selected Other, will you have 50 people or more attend the meeting/event?**

- Yes - \$4,000, # of people: \_\_\_\_\_
- No, we will have less than 50 people attend the event - \$2,000

**5. Food and Beverage:**

- Yes \_\_\_\_\_
- No

**8. Location Preference (pick one):**

- Official SNMMI Hotel
- Preferred Hotel: \_\_\_\_\_
- New Orleans Convention Center
- I will arrange for an off-site location
- Location: \_\_\_\_\_

**3. If you selected Other, would you like your event listed in the Final Program?**

- Yes (**must have by March 20, 2020**), as:

\_\_\_\_\_  
 No, please do NOT post

**Payment Information:**

- Check enclosed payable in U.S. dollars

Credit Card:  Visa  MasterCard  American Express

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Any and all charges for services levied by hotels and other venues are the responsibility of the function sponsor.** SNMMI is not responsible for payment for any services connected with the above event. SNMMI has no authority over any service charges, rental fees, labor contracts, etc. that are required by any venue. **We agree to abide by all the guidelines and restrictions of SNMMI.**

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Function Organizer's Signature