

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

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

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

- Yes (**must have by March 26, 2021**), as: _____
- No, please do **NOT** post

4. For Other events (please pick one):

Eligible meeting times are as follows:

- Saturday, June 12, 8:00pm-end
- Sunday, June 13, 6:00am-8:00am
- Sunday, June 13, 6:30pm-end
- Monday, June 14, 6:00am-8:00am
- Monday, June 14, 6:00pm-end
- Tuesday, June 15, 6:00am-8:00am
- Tuesday, June 15, 7:15pm-end

5. Food and Beverage:

- Yes _____
- No

6. Will you require any Audiovisual?

- Yes _____
- No

7. Set-up Requirements:

of people: _____

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

8. Location Preference (pick one):

- Official SNMMI Hotel
- Preferred Hotel: _____
- Walter E. Washington Convention Center
- I will arrange for an off-site location
- Location: _____

Payment Information: (Please note that full payment must be received PRIOR to the event or SNMMI has the right to cancel space for the event.)

- 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