

# aapm&r

## ANNUAL ASSEMBLY 2018

OCTOBER 25-28, 2018 • ORLANDO, FL

### AAPM&R Meeting Request Fees and Guidelines

We understand that you want to maximize your time with PM&R physicians or colleagues while at AAPM&R's Annual Assembly by hosting events, such as social gathers, advisory board meetings, and other small group meetings, including staff meetings. AAPM&R requires that all such meetings be reviewed by AAPM&R. AAPM&R will review the request, and, if approved, may assess a fee based on the type of meeting and number of physicians. For information on CME or promotional events, [click here and look for Satellite or Lunch and Learn links.](#)

If you would like meeting space during AAPM&R, please complete the [Meeting Request Form](#) in its entirety. Please note that completion of this form does not automatically guarantee that your request will be approved. AAPM&R will review all requests and contact you within 10 business days regarding next steps.

Fees apply only to applications requesting space at one of the official AAPM&R Venues; offsite meetings will not be assessed a fee. Groups planning to hold an offsite event must complete the form and include details of the event. However, AAPM&R reserves the right to limit promotion of the event during the meeting if a fee has not been paid, in some cases..

**Submission deadline date: Septemeber 1, 2018**

#### [Meeting Request Date and Times Allowed](#)

Thursday, October 25 – Saturday, October 27, 2018.

In most cases, requests must not conflict with AAPM&R programming.

***\*Requests outside these hours will require additional approval from AAPM&R***

#### [Meeting Space Assignments](#)

Meeting space will be assigned on a first-come, first-served basis. All meetings will be placed at the Hyatt Regency - Orlando. Space assignment will be confirmed via email.

#### [What is included in your Meeting Request Approval?](#)

Upon approval of your request, AAPM&R will put you in contact with the venue to finalize your food and beverage and audio visual needs. Your approved request only grants you permission to use the space; all additional needs will be the responsibility of the requesting organization. **Please note: Social Events and Advisory Board Meetings will NOT be included in the Official Program.**

#### [Additional Expenses:](#)

- Audio Visual (AV): Once your meeting is approved, you will work directly with the facility to secure your AV needs. Billing arrangements will need to be made directly with the facility.
- Food & Beverage (F&B): Once your meeting is approved, you will work directly with the facility to secure you F&B needs. Billing arrangements will need to be made directly with the facility.

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### Additional Marketing Opportunities:

- AAPM&R Attendee Pre-Show Mailing list - \$1,000
- Insert in the registration bag - \$8,000
- Hotel Door Drop - \$8,000

### Fee Structure for Meetings held at an AAPM&R venue:

Industry Relations Council (IRC) Member		
Event Type	Number of Attendees	Fee
Social Event	Up to 50 attendees	\$5,250
	51-75 attendees	\$10,250
	75+ attendees	\$20,250
Advisory Board	Up to 50 attendees	\$3,500
	51-75 attendees	\$6,000
	75+ attendees	\$8,500
Non-IRC Member		
Event Type	Number of Attendees	Fee
Social Event	Up to 50 attendees	\$8,000
	51-75 attendees	\$13,000
	75+ attendees	\$23,000
Advisory Board	Up to 50 attendees	\$5,000
	51-75 attendees	\$7,500
	75+ attendees	\$10,500

### Questions:

If you have any questions regarding your meeting request or meeting needs, please contact Patricia Swift, CMP at [pswift@conventusmedia.com](mailto:pswift@conventusmedia.com) or (703) 581-9602.