

FUNCTION APPROVAL AND SPACE REQUEST FORM

53RD ASTRO ANNUAL MEETING | OCTOBER 2-6, 2011 | MIAMI BEACH CONVENTION CENTER, MIAMI BEACH, FLA.

Organizations wishing to hold functions in conjunction with the Annual Meeting between Friday, September 29, 2011, and Friday, October 7, 2011, must submit this form to obtain ASTRO approval. Once the function has been reviewed you will receive an email notification advising you if the function has been approved or denied. Please submit one form for each function you would like to hold. **Approval is required for all affiliate events.**

CONTACT INFORMATION *(required)*

ASSOCIATION/COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

FUNCTION SPECIFICATIONS *(required)*

FUNCTION NAME

FUNCTION DESCRIPTION/PURPOSE

FUNCTION LOCATION (Leave blank if requesting hotel space assignment from ASTRO.)

FUNCTION DATE

START TIME

END TIME

ANTICIPATED ATTENDANCE

- Check here if this program is educational in nature.
- Check here if you will be offering continuing education credits for this function.

- Check here if you are developing marketing materials for this function. ASTRO requires review of all marketing materials prior to printing and production.
- Check here if this is a staff only event involving no ASTRO Annual Meeting registrants or press.

PROCESSING FEE

Each function request will be assessed a \$100 nonrefundable processing fee. Approval will not be granted until this processing fee has been paid.

PAYMENT METHOD

- Check, payable to ASTRO** (U.S. dollars drawn on U.S. bank)
- Credit Card:** ___ Visa ___ MasterCard ___ American Express ___ Discover Card

CARD NUMBER

EXPIRATION DATE

CARD SECURITY CODE (CSC)

CARDHOLDER NAME

SIGNATURE

BILLING ADDRESS - STREET

CITY

STATE

COUNTRY

ZIP CODE

FUNCTION SPACE REGULATIONS

- ASTRO prohibits competing functions with the Annual Meeting program. Functions or transportation to and from functions may not be held as follows:

Sunday, October 2	8:00 a.m. - 6:00 p.m.
Monday, October 3	7:45 a.m. - 6:15 p.m.
Tuesday, October 4	7:45 a.m. - 6:00 p.m.
Wednesday, October 5	7:45 a.m. - 6:00 p.m.
Thursday, October 6	7:45 a.m. - 11:00 a.m.
- Each organization is responsible for any charges for meeting space, catering, audio visual, etc.
- All promotional materials associated with each function must be submitted for approval. The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials without the express written consent of ASTRO is prohibited.
- Events that are educational in nature may qualify as Industry Satellite Symposia, which require submission of a separate application. Visit www.astro.org/corporaterelations for more information.
- Press conferences are prohibited during the hours of 7:00 a.m. - 6:30 p.m., October 2 - 6, 2011.

FUNCTION APPROVAL AND SPACE REQUEST FORM

53RD ASTRO ANNUAL MEETING | OCTOBER 2-6, 2011 | MIAMI BEACH CONVENTION CENTER, MIAMI BEACH, FLA.

IMPORTANT:

FILL OUT THIS PAGE ONLY IF YOU ARE REQUESTING SPACE AT ONE OF THE OFFICIAL ASTRO VENUES.

ASTRO will begin releasing meeting space in April 2011. Once your meeting is approved, you will receive written confirmation from ASTRO within 14 days and your request will be forwarded to the hotel of your choice. The venue will contact you directly to discuss meeting space availability and meeting requirements. Space is assigned on a first-come, first-served basis.

VENUE PREFERENCE

1. _____
2. _____
3. _____

FUNCTION TYPE *(required)*

- | | | | |
|---------------------------------|-------------------------------|--|-----------------------------------|
| <input type="radio"/> Breakfast | <input type="radio"/> Dinner | <input type="radio"/> Workshop/Seminar | <input type="radio"/> Reception |
| <input type="radio"/> Luncheon | <input type="radio"/> Meeting | <input type="radio"/> Office | <input type="radio"/> Other _____ |

ROOM SET-UP *(required)*

- | | | | |
|-------------------------------------|-------------------------------|------------------------------------|--------------------------------------|
| <input type="radio"/> Conference | <input type="radio"/> U-shape | <input type="radio"/> Classroom | <input type="radio"/> Cabaret Tables |
| <input type="radio"/> Hollow Square | <input type="radio"/> Theatre | <input type="radio"/> Round Tables | <input type="radio"/> Other _____ |

Additional requirements (audio visual equipment, staging, etc.):

ASTRO OFFICIAL VENUES

(Distance to convention center is placed in parentheses next to each venue.)

Albion Hotel	(0.5 mi.)
Best Western Atlantic Beach Resort	(1.7 mi.)
Courtyard by Marriott Miami Beach Oceanfront	(1.7 mi.)
Days Inn Oceanside	(1.8 mi.)
Doubletree Grand Biscayne Bay - Miami	(3.6 mi.)
Doubletree Surfcomber	(0.5 mi.)
Eden Roc	(2.2 mi.)
Epic Hotel Miami	(8 mi.)
Fontainebleau Miami Beach	(2.1 mi.)
Gansevoort Miami Beach	(0.8 mi.)
Grand Beach Hotel	(2.6 mi.)
Holiday Inn Miami Beach Oceanfront	(1.9 mi.)
Hyatt Regency Miami - ASRT	(8 mi.)
InterContinental Miami	(8.3 mi.)
*Loews Miami Beach Hotel	(0.7 mi.)
Miami Beach Resort and Spa	(2.5 mi.)
Miami Marriott Biscayne Bay	(3.5 mi.)
National Hotel Beachfront Resort	(0.5 mi.)
Royal Palm Hotel	(0.8 mi.)
Shelborne	(0.6 mi.)
W South Beach	(0.7 mi.)

***ASTRO headquarter hotel.**

ASTRO USE ONLY:

Date form received: _____

Promotional Materials: Yes _____ No _____

Request Approved: _____