Organizations wishing to hold group functions in conjunction with the ASTRO Annual Meeting must first obtain ASTRO approval. All scheduled events must adhere to ASTRO regulations and may not take place during specified dates and times. Once the function has been approved, the organization or its agent(s) will work directly with the assigned hotel to make arrangements pertaining to the proposed event. Please submit one form for each function that you would like to hold.

**FUNCTION SPACE REGULATIONS**

- Function space is available for use by anyone affiliated with the ASTRO Annual Meeting.
- ASTRO prohibits competing functions with ASTRO educational sessions. Functions or transportation to and from functions may not be held during the following dates and times:
  - Sunday, September 21: 8:00 a.m. - 6:00 p.m.
  - Monday, September 22: 7:15 a.m. - 6:00 p.m.
  - Tuesday, September 23: 7:15 a.m. - 6:30 p.m.
  - Wednesday, September 24: 7:15 a.m. - 5:00 p.m.
  - Thursday, September 25: 7:15 a.m. - 10:30 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 to ASTRO for review. The name American Society for Therapeutic Radiology and Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Therapeutic Radiology and Oncology, Inc. 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.

**FUNCTION SPACE REQUEST FORM**

**CONTACT INFORMATION**

- **ASSOCIATION/COMPANY**

- **CONTACT PERSON**

- **ADDRESS**

- **CITY**

- **STATE**

- **ZIP**

- **PHONE**

- **FAX**

- **E-MAIL**

**FUNCTION SPECIFICATIONS**

- **FUNCTION NAME**

- **FUNCTION DESCRIPTION**

- **FUNCTION DATE**

- **START TIME**

- **END TIME**

- **ANTICIPATED ATTENDANCE**

- Check here if this program is educational in nature.

- Check here if this is a staff only event.

- ASTRO requires review of all marketing materials prior to printing and production.

**FUNCTION TYPE**

- Breakfast
- Luncheon
- Dinner
- Meeting
- Workshop/Seminar
- Office
- Reception
- Other_________

**ROOM SET-UP**

- Conference
- Hollow Square
- U-shape
- Theatre
- Classroom
- Round Tables
- Cabaret Tables
- Other_________

**HOTEL PREFERENCE**

1. ____________________  2. ____________________  3. ____________________

**HOTEL SPACE REQUEST FORM**

**BOSTON HOTELS**

1. Boston Harbor Hotel
2. Boston Marriott Copley Place
3. Boston Marriott Long Wharf
4. Boston Park Plaza Hotel
5. Colonnade Hotel
6. Fairmont Copley Plaza
7. Hilton Boston Back Bay
8. Hilton Boston Logan Airport
9. Hyatt Regency Boston Downtown
10. Intercontinental Boston
11. Liberty Hotel Boston
12. Omni Parker House Hotel
13. Radisson Hotel Boston
14. Renaissance Boston Waterfront Hotel
15. Ritz Carlton Boston Common
16. Seaport Hotel
17. Sheraton Boston Hotel
18. The Taj Boston
19. Westin Copley Place

**IMPORTANT:**

ASTRO will begin releasing meeting space in May 2008. 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 hotel will contact you directly to discuss meeting space availability and meeting requirements. Space is assigned on first-come, first-served basis.

**FILL OUT FOR EACH FUNCTION**

- Promotional Materials: Yes _____ No _____

- Request Approved: MD______CR______CEO_____

- Date approved:_______

- Date form received:_______

- Date confirmation sent: Requestor_____Hotel______

**Print Form**

**Submit by Email**