



American Association
of Diabetes Educators

Meeting Room Request Form

Function Name: _____

Purpose of Function: _____

Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Non-Refundable Schedule Fee: Refer to the Meeting / Special Events Guidelines for more information. Fee is based on per room, per day.

☐ Morning (6am – 11am) = \$600 ☐ Afternoon (12noon – 5pm) = \$600 ☐ All Day = \$1,000

Anticipated # of Attendees: _____ Intended Audience: ☐ Registered Participants ☐ Registered Exhibitors

Is this function by invitation only: ☐ Yes ☐ No

Room Set*: ☐ Conference ☐ Rounds ☐ Classroom ☐ Theater ☐ Reception ☐ Other _____

Type of Function*: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Reception ☐ Meeting Only

*Selection above do not constitute an order. Catering, special set fee, AV, lock changes and labor are ordered, charged and paid separately.

Equipment*: ☐ LCD Projector ☐ Screen ☐ Easels (qty) _____ ☐ Flip Chart w/ Markers (qty) _____
☐ Internet Connection (qty) _____ ☐ Phone Line (qty) _____

Preferred Venue:

☐ JW Marriott ☐ Marriott Downtown ☐ Other _____

Contact Information

Organization Name: _____ Booth #: _____

Contact Person: _____ On-Site Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email Address: _____

**AADE Use
Only**

Approved By _____ Date Received _____ Venue _____
Room _____

**Mail or fax completed form with payment
to:**

Payment Information

Amount:	\$ _____
Payment Type: Credit Card Check	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Check # _____ (Payable to AADE)
Exp. Date	_____
Credit Card #:	_____
Signature:	_____

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By signing this form: I authorize the American Association of Diabetes Educators to charge my credit card for the total payment due, and acknowledge the cancellation policy.