

## AONE Annual Meeting Request for Meeting/Function Space

### Group Contact

Company/Organization:	
Contact Name:	
Mailing Address:	
Contact Email Address:	
Phone #:	
Cell #:	

### Event Time

The following windows of times are available for a company to conduct activities. Companies agree not to schedule or conduct an outside activity including, but not limited to, receptions, breakfasts, sessions and scheduled events that are in conflict with the official AONE 2018 program. Please check the date(s) and indicate the exact time you would like your function to take place.

Thursday, April 12	Friday, April 13	Saturday, April 14	Sunday, April 15
<ul style="list-style-type: none"><li>○ 12:00 – 1:30 pm</li><li>○ After 6:00 pm</li></ul>	<ul style="list-style-type: none"><li>○ 7:00 – 8:00 am</li><li>○ After 8:30 pm</li></ul>	<ul style="list-style-type: none"><li>○ After 7:00 pm</li></ul>	<ul style="list-style-type: none"><li>○ 7:00 – 8:00 am</li></ul>
Time of function:	Time of function:	Time of function:	Time of function:

Note: AONE reserves the right to refuse a meeting/event from any source or to reject any proposed meeting/event that directly competes with AONE or not in alignment with AONE's standards.

### Event Location

Space available on a first-come, first serve basis.

- Hyatt Regency Indianapolis
- Indianapolis Marriott Downtown
- JW Marriott
- The Westin

**In the space below please provide an overview of the event including an event description, target audience and anticipated number of guests.**

Note: Space requests are confirmed via email with the group contact within two (2) business days. Upon approval, AONE will provide facility contact information so that the company may proceed with the event planning directly with the venue. AONE's approval of a meeting/event neither constitutes endorsement of that meeting/event nor warrants the effectiveness or quality of that meeting/event.

Email completed forms to [ksproat@aha.org](mailto:ksproat@aha.org).  
Questions? Contact Kourtney Sproat, AONE Meeting Planner at [ksproat@aha.org](mailto:ksproat@aha.org).