



PLEASE PRINT OR TYPE - ONE REQUEST PER FORM
SEE AES WEBSITE FOR DETAILED GUIDELINES

Limited meeting space is available at the **Renaissance Washington, DC Downtown Hotel** during the Annual Meeting from Friday, December 6 through Tuesday, December 10. AES will accommodate as many requests as possible. A **non-refundable** processing fee applies **per room, per request** as follows: meetings 90 minutes or less - \$250; meetings over 90 minutes - \$400. Please complete this form and return it with payment to: AES, Meeting Department, 342 North Main Street, West Hartford, CT 06117-2507. Make checks payable to "American Epilepsy Society". Requests may be submitted between August 21 and November 1. Room confirmations will be sent via email by Friday, November 15.

EVENT (Please indicate the exact way the event should be listed):

REQUESTED BY:

(Individual Name)

BILL TO:

(Company Name)

(Address)

(City, State, Zip)

Phone: (____) _____

Fax: (____) _____

E-Mail: _____

BILLING INFORMATION:

Visa MasterCard Amex Check

enclosed

Credit Card No. _____

Exp. Date: _____

Signature: _____

Card Holder Name: _____

(PLEASE PRINT NAME ON CARD)

MEETING ROOM SETUP (Check your preference):

Classroom Conference Hollow square

Rounds Theatre U-shaped

Other _____

If other than standard setup, please indicate room setup showing head table, etc. below:

DAY: _____

DATE: _____

NUMBER OF PEOPLE EXPECTED: _____

TIME: From _____ AM/PM

To _____ AM/PM

AUDIO-VISUAL REQUIREMENTS: Yes No

FOOD & BEVERAGE: Yes No

OTHER EQUIPMENT (Please indicate needs):

For AES Use Only:

Location: _____

Room: _____

Date: _____ Time: _____

Scheduled by: _____ Date: _____

Confirmation Number: _____

A representative of the facility will contact you directly regarding billing arrangements, food and beverage selections, and audio-visual requirements, if applicable. In completing this application, I understand it is prohibited to post, tack or otherwise attach any materials on walls, doors, windows or other parts of the building. Violators of this regulation are bound, at their expense, to repair any damage they may cause. Neither AES nor the facility will be responsible for any missing signage.

Signature: _____

Date: _____