

2021 ASCLD Symposium

Adjunct Meeting Request Form

Requesting Company: _____

Requesting Contact Name: _____

Requesting Contact Phone: _____

Requesting Contact Email: _____

Onsite Contact Name (if different from above): _____

Onsite Contact Phone: _____

Onsite Contact Email: _____

Bill To Name (if different from above): _____

Bill To Phone: _____

Bill To Email: _____

Proposed Meeting Name: _____

Is this meeting private or open to all ASCLD attendees/exhibitors: _____

Would you like this meeting listed in program materials (website, onsite guide, etc.): _____

Requested Meeting Day: Sunday Monday
 Tuesday Wednesday Thursday

Requested Meeting Set Up Start Time: _____

Requested Meeting Start Time: _____

Requested Meeting End Time: _____

Number of Attendees: _____

Room Set (classroom, theater, boardroom, etc.): _____

Food and Beverage Needs: _____

Food and Beverage Serving Times: _____

Audio Visual Needs: _____

**No audio visual equipment (screen, projector, microphone, etc.) will be provided in the room. All equipment must be ordered and paid for separately.*

Thank you for your interest in hosting a meeting in conjunction with the upcoming ASCLD Symposium. In order to ensure a great experience for everyone, kindly adhere to the following rules and regulations.

Adjunct Meeting Rules & Regulations

1. ASCLD initiatives take priority over any other meeting requests
2. Vendors may not support an adjunct meeting (i.e. provide food/drink or media) without the prior written approval of the ASCLD Board
3. Adjunct meetings may not take place at the same time as the plenary sessions
4. ASCLD will not provide any multimedia or support of multimedia for adjunct meetings
5. ASCLD will not provide any food or drink for the adjunct meeting
6. All food/drink or audio visual requests must be submitted in writing to the Symposium planner a minimum of three weeks prior to the start of the conference; planner will coordinate logistics with appropriate vendors on your behalf
7. Room space is limited and will be accommodated on a first come, first serve basis

I have completed this form in its entirety. My signature acknowledges that I have read and understood the adjunct meeting rules and regulations. If found in violation, I understand that I may be subjected to a fine or may be unable to host a meeting at the next ASCLD Symposium.

Accepted and agreed to by Requesting Party:

_____ Requesting Party – Signature

_____ Requesting Party – Printed

_____ Date