

# 2023 ASCLD Symposium

## Adjunct Meeting Request Form

**Form must be completed in its' entirety for consideration.**  
**Form must be submitted no later than March 17<sup>th</sup>, 2023.**  
**Meeting space is limited and will be granted on a first come, first served basis.**

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, mobile app, 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: \_\_\_\_\_

*\*Food and beverage must be ordered through the hotel. All food and beverage must be paid for by requesting company.*

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.*

**Form must be completed in its' entirety for consideration.**

**Additional requests or changes will only be granted if a form is re-submitted with new updates.**

**No onsite changes will be accepted.**

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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