Function Space Request
for events held “In Conjunction With” (ICW) the AAO Annual Session

Who should complete this form?

Any exhibiting company who would like to conduct a course, lecture, clinic, focus group, product roll-out, private hospitality, or any type of special event for their customers who are attending the AAO Annual Session is required to complete the attached Function Space Request Form. International affiliates and other organized social gatherings of Annual Session attendees are also encouraged to complete and submit this form in order to gain access to the resources the AAO has secured.

Approval of this form will allow the submitting organization access to space in the AAO hotel block (pending availability) and any of the on-site and off-site venues that have already been secured. Approved organizations may also qualify for event planning assistance through the AAO’s local designated Business Events Partner, PRA Atlanta.

NOTE: Through PRA, the AAO has secured some space, but PRA can help in securing any venue in Atlanta. The PRA team can also assist in all areas of planning, within your budget and to meet your organization’s objectives.

When is this form due?

Exhibiting Companies shall have first option to reserve space within the secured Annual Session hotel block and venues, by completing and returning the corresponding Function Space Request Form by December 31, 2019. After that date, all participating organizations shall have access to the AAO hotel block and venues and will be approved on a first-come/first-served basis. Those hosting the event and those invited must be registered attendees of the AAO Annual Session. Companies who do not exhibit at Annual Session will not be allowed access to these resources.

2020 AAO Annual Session Schedule of Events

Registration Open
Thursday, April 30 11:00am - 5:00pm
Friday, May 1 - Monday, May 4 7:00am - 5:00pm

Exhibit Hall Open

Daily Hours
Friday, May 1 9:00am - 5:00pm
Saturday, May 2 9:00am - 5:00pm
Sunday, May 3 9:00am - 5:00pm
Monday, May 4 9:00am - 1:30pm

Doctor & Orthodontic Team Lectures
Friday, May 1 1:00pm - 4:30pm
Saturday, May 2 8:00am - 4:30pm
Sunday, May 3 8:00am - 4:30pm
Monday, May 4 8:00am - 4:30pm

AAO Special Events

Opening Ceremonies
Friday, May 1 7:00pm - 10:00pm

Alumni Receptions
Saturday, May 2 5:30pm - 7:30pm

International Reception
Saturday, May 2 7:00pm - 10:00pm

Resident’s Reception
Sunday, May 3 5:00pm - 7:00pm

Celebration
Sunday, May 3 7:00pm - 10:00pm

Fun Run
Sunday, May 3 6:30am - 7:15am

Events held in conjunction with the AAO Annual Session shall not conflict with lecture hours, exhibit hall open hours, alumni receptions or any ticketed AAO event, including those listed above. The only exception to this rule would be those held inside any of the (5) small meeting rooms at the convention center, which are listed on the next page.
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Opportunities for ICW Events

In an effort to accommodate the various needs of all the organizations who gather in conjunction with the AAO Annual Session, we have made more opportunities available throughout the AAO program. Leverage the power of the AAO Annual Session to bring more awareness to your organization with additional function space reservations! Listed by date are various opportunities available to hold additional social/hospitality events for Doctors or Orthodontic Team during Annual Session 2020. Refer to AAO Sponsorship Prospectus book for more details regarding the Exclusive Pre-Parties and Sponsor Activations listed below.

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**Thursday, April 30**
- **location**: venue of your choice
- **availability**: wide open
- **rental fee**: depends on venue location

**Friday, May 1**
- **Fully equipped Lecture Rooms** (seating up to 900)
  - **location**: Convention Center
  - **availability**: 8:00am - 12:00pm
  - **rental fee**: $2,500 for 4-hour block
- **Small meeting rooms** (seating up to 10 people)
  - **location**: Convention Center in AB connector
  - **availability**: 7:00am - 5:00pm
  - **rental fee**: $1,000 for 4-hour block
- **Exclusive Pre-Parties** (prior to Opening Ceremonies)
  - **location**: Mercedes Benz Stadium (designated areas* )
  - **availability**: 5:00pm - 7:00pm
  - **rental fee range**: $2,500 - $15,000 for 2-hour block
- **After-Parties** (following Opening Ceremonies)
  - **location**: venue of your choice
  - **availability**: 10:00pm or later
  - **rental fee**: depends on venue location

**Sunday, May 3**
- **Small meeting rooms** (seating up to 10 people)
  - **location**: Convention Center in AB connector
  - **availability**: 7:00am - 5:00pm
  - **rental fee**: $1,000 for 4-hour block
- **Exclusive Pre-Party** (prior to the Celebration)
  - **location**: Georgia Aquarium or venue of your choice
  - **availability**: 5:00pm - 7:00pm
  - **rental fee**: $12,500 for 2-hour block
- **Sponsor Activations** (during Celebration)
  - **location**: Georgia Aquarium (designated areas*)
  - **availability**: 7:00pm - 10:00pm
  - **rental fee range**: $4,000 - $7,500
- **After-Parties following Celebration**
  - **location**: venue of your choice
  - **availability**: 10:00pm or later
  - **rental fee**: depends on venue location

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Spaces are limited and the AAO does not guarantee space availability at your preferred facility.

Various designated areas are specifically outlined in the AAO Sponsorship Prospectus.

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**Additional Space Rental**

Exhibiting and sponsoring companies may elect to host meetings for their sales teams or internal stakeholders at any time. Please complete and submit this form to request access to the space being held by AAO. Companies who do not exhibit at Annual Session will not be allowed access to these AAO resources.
Function Space Request Form
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Please complete one application for each function

Company name _____________________________________________________________
Contact person (For AAO use only.) ____________________________________________
Title _______________________________________________________________________
President/CEO ___________________________________________________________________________________________
Address _________________________________________________________________________________________________
City __________________________________ State/province _____________________________
Country ____________________________ Zip/postal code _____________________________
Phone _______________________________ FAX _________________________________
Email address _____________________________________________________________
Web address ______________________________________________________________

Request for meeting room

Name of function _____________________________________________________________
Date of function __________________________ Time of function _______ Anticipated attendance ______
Phone __________________________________________ Email _____________________________

Type of Function
☐ Meeting ☐ Lecture ☐ Breakfast ☐ Luncheon ☐ Dinner ☐ Reception ☐ Other (Specify) ____________

Type of Attendance
☐ Doctors ☐ Orthodontic Team ☐ Company Staff

Room Set Type
☐ Boardroom ☐ School Room ☐ U-shaped ☐ Theater ☐ Other (Specify) ____________________________

Please return to
Email hkiel@aaortho.org
Mail American Association of Orthodontists
401 North Lindbergh Blvd.
St. Louis MO 63141-7816
Attn: Holly Kiel
Fax 314.692.8178

2020 AAO Annual Session
Georgia World Congress Center
Exhibit Dates May 1-4, 2020

The AAO does not guarantee space availability at your preferred facility. Please refer to requirements on pages 1-2.
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Event Location Preference*

☐ At one of the hotels in the AAO block
  (Once approved, you will work directly with the hotel staff. PRA is available to assist you with décor, theme party ideas, and transportation.)

☐ At a local restaurant or independent venue
  (Once approved, you will be connected with PRA, Atlanta. However, parties of less than 30 people, or those not needing PRA’s assistance, may work directly with the venue.)

☐ Inside the Convention Center (Lecture rooms on Friday morning or small rooms available in 4 hour increments)

☐ In conjunction with the Opening Ceremonies at Mercedes Benz Stadium

☐ In conjunction with the Celebration at the Georgia Aquarium

* The AAO does not guarantee space availability at your preferred facility. Please refer to requirements on pages 1-2.

Function Criteria

The American Association of Orthodontists will allow the presentation of meetings, programs, events, and courses by individuals, organizations, or business entities in conjunction with the Annual Session if they comply with the criteria listed below.

1. All requests must be approved in writing by the AAO, and the AAO reserves the right to approve or disapprove any presentation or event in its sole and absolute discretion.

2. Any company requesting permission must be exhibiting at the Annual Session.

3. All event participants must be registered for the Annual Session.

4. Approved event sponsors must seek explicit permission in writing to use the AAO Annual Session logo. Otherwise, organization agrees to refrain from using any logo or refer in any way as being part of the Annual Session.

5. Exhibitors may arrange for Annual Session attendees to visit/tour the exhibitor’s facility on Thursday, April 30, 2020 or Friday morning May 1, 2020 only.

The AAO appreciates cooperation with the requirements set forth above. Any exhibiting company found to be in violation of these requirements may be penalized in any manner deemed appropriate by the AAO, including having contracted space canceled without refund and removal from the Exhibit Hall without refund of space rental fees.

Any individual representing an organization or business entity found in violation of this policy may be subject to sanctions, as determined by the AAO Board of Trustees in its sole and absolute discretion, including, but not limited to, prohibition of exhibition or making presentations (scientific or otherwise) at any AAO Annual Session conference or meeting.

Agreement

I agree to abide by all the requirements, restrictions, and obligations as outlined in the American Association of Orthodontists’ Invitation to Exhibit, Sponsorship Prospectus and related materials.

Authorized Signature__________________________________________ Date ________________________________

(Applications received without an authorized signature or deposit will not be processed.)

Please submit your function space request by March 2, 2020. Space is limited and availability is not guaranteed. Questions are directed to hkiel@aaortho.org.