



**American College of Toxicology  
Ancillary Meeting Space Request Form**

36th Annual Meeting  
Red Rock Resort  
Summerlin, Nevada  
November 8–11, 2015

Ancillary meetings are non-ACT sponsored events that are held in conjunction with the ACT Annual Meeting. Examples of ancillary functions are business meetings, receptions, or other social gatherings.

Ancillary functions may only be hosted by official ACT Corporate Members, Exhibitors, Sponsors, or organizations otherwise associated with ACT. All ancillary functions will be held at the Red Rock Resort.

All ancillary functions must adhere to ACT policies (please see below) and cannot conflict with any ACT Annual Meeting events. Ancillary functions may only take place during the following times:

Saturday, November 7	10:00 AM–11:00 PM
Sunday, November 8	7:00 AM–8:00 AM 4:30 PM–6:30 PM
Monday, November 9	5:00 PM–5:30 PM 7:00 PM–11:00 PM
Tuesday, November 10	8:00 PM–11:00 PM
Wednesday, November 11	6:30 PM–9:00 PM

**ACT Policies**

- Please submit one form per function. List only one day and time per form submitted.
- Space will be assigned on a first-come, first-serve basis. Due to possible unforeseen schedule changes, ACT has the right to change space assignments, if necessary. The organization will be contacted as soon as ACT is made aware of these schedule changes.
- Upon ACT's approval of the request, the organization contact will receive an email confirmation. This confirmation will include the meeting room assignment, along with the contact information for the person at the hotel who will help with any audio-visual requirements and food and beverage orders.
- No space is guaranteed until billing arrangements have been made directly with the hotel. The organization is responsible for payment of any charges for audio visual, food and beverage, etc. No meeting room rental fee is charged.
- Please notify ACT of any cancellations or changes to your event.
- Your event will not appear in the *Program* or on the Annual Meeting website.

Contact Elsa Cannon at [ecannon@actox.org](mailto:ecannon@actox.org) or call ACT Headquarters at 703.547.0875 with any questions.

**Submit your forms to [ecannon@actox.org](mailto:ecannon@actox.org) no later than Wednesday October 7, 2015.**



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Please provide contact and function information below.

**Contact Information**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Dept: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

Area Code/Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Function Information**

Function Name: \_\_\_\_\_

Function to be listed on the Hotel Bulletin Board: ☐ Yes ☐ No

Will your function have any food and beverage requirements? ☐ Yes ☐ No

Will your function have any audio-visual requirements? ☐ Yes ☐ No

Preferred function day, start time, and end time:

Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Function Type (please select one):

☐ Breakfast ☐ Luncheon ☐ Dinner ☐ Reception ☐ Meeting ☐ Other: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Room Setup (Please select one):

*Please note this information is used for space assessment purposes only; please make all set-up arrangements directly with the hotel.*

☐ Conference ☐ U-Shape ☐ Hollow Square ☐ Classroom ☐ Theater ☐ Round Tables ☐ Cocktail Rounds

☐ Other (please specify): \_\_\_\_\_

Please submit your form no later than Wednesday October 7, 2015. Please contact Elsa Cannon at [ecannon@actox.org](mailto:ecannon@actox.org) or call ACT Headquarters at 703.547.0875 with any questions.

ACT Headquarters • 1821 Michael Faraday Drive, Suite 300 Reston, VA 20190