



American College of Toxicology Ancillary Meeting Space Request Form

37th Annual Meeting
Baltimore Marriott Waterfront
Baltimore, Maryland
November 6–9, 2016

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 Baltimore Marriott Waterfront.

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 5	10:00 AM–11:00 PM	2 Slots
Sunday, November 6	7:00 AM–8:00 AM	3 Slots
	4:30 PM–6:30 PM	2 Slots
Monday, November 7	7:00 PM–11:00 PM	3 Slots
Tuesday, November 8	8:00 PM–11:00 PM	3 Slots
Wednesday, November 9	6:30 PM–9:00 PM	2 Slots

ACT Policies

- Please submit one form per function. List only one day and time per form submitted.
- There may be more than one ancillary event taking place in a time block. A Space will be assigned on a first-come, first-serve basis. ACT will not share the purpose of your event with any other group. ACT will not make special accommodations to ensure your event is not conflicted in topic with any other ancillary events scheduled. No exceptions will be made.
- 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.
- Space is not 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 on the *Program*, on the Annual Meeting website, or Annual Meeting signage.

Contact Elsa Cannon at ecannon@actox.org or call ACT Headquarters at 703.547.0875 with any questions.

Submit your forms to ecannon@actox.org no later than Wednesday, September 28, 2016.



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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 September 28, 2016. Please contact Elsa Cannon at 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