



American College of Toxicology 39th Annual Meeting

Ancillary Meeting Space Request Form

Palm Beach County Convention Center

West Palm Beach, Florida

November 4-7, 2018

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 Hilton West Palm Beach.

All ancillary functions must adhere to ACT policies (please see below) and cannot conflict with any ACT Annual Meeting events. **No hospitality functions or Ancillary Meetings can be scheduled during the following ACT events:**

Date	Time	Events
Sunday, November 4	8:00 AM – 4:30 PM 6:30 PM – 9:00 PM	CE Courses, Exhibitor Hosted Sessions, Welcome Reception
Monday, November 5	8:00 AM – 6:30 PM	Scientific Sessions, Awards Lunch, Poster Session
Tuesday, November 6	7:30 AM – 12:00 PM 2:00 PM – 5:00 PM	Scientific Sessions
Wednesday, November 7	7:00 AM – 6:00 PM	Exhibitor Hosted Sessions, Scientific Sessions, Member Mixer

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 at the same time. 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. All food and beverage must be purchased through the Hilton West Palm Beach.
- Please notify ACT of any cancellations or changes to your event.
- Your event will not appear in the *Program*, Annual Meeting Mobile App, on the Annual Meeting website, or Annual Meeting signage.
- Ancillary meeting space is limited to a four-hour period. If you are looking for a small room for a longer period of time to host small private meetings or conduct interviews, a 24-Hour Room Hold may be the perfect solution. Please contact Jessica Fasanella for details and pricing.

Please submit your forms no later than Wednesday, September 26, 2018.

Contact Jessica Fasanella at jfasanella@actox.org or call ACT Headquarters at 703.547.0875 with any questions.



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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 26, 2018

To Jessica Fasanella at jfasanella@actox.org or fax to 703.438.3113
ACT Headquarters • 11190 Sunrise Valley Drive, Suite 300 Reston, VA 20191