

TO:

FROM: Aimee Hickox  
Director of Education and Meetings

DATE: June 1, 2005

RE: Meeting Space Requests

In the interest of accommodating the high demand for meeting space requests the Academy facilitates for its annual meetings, the AMCP Board of Directors recently decided to amend the Academy's existing policy regarding meeting space requests for ancillary groups wishing to conduct functions in conjunction with or held during AMCP's annual national meetings. Please note that effective immediately, all companies submitting a meeting space request form will be charged a non-refundable \$1,000 application fee regardless of whether the request is approved. Payment must be received prior to any meeting space request being processed.

This decision was based upon the voluminous number of such requests that we receive and the significant additional staff time expended in processing these requests. This time includes not just the review and processing of paperwork for these requests, but also the time and costs incurred in booking AMCP national meetings such as site inspections, contract negotiations and communication with facility event managers in administering ancillary group requests.

The new procedure will be as follows:

If any company wishes to conduct a meeting, event or any function during an AMCP conference, AMCP must be notified in writing via a meeting space request form. Forms have been updated to include credit card information for the most expedient processing, however, payment may also be submitted by check. No meeting space request form will be processed until payment has been received. Once the form has been completed and submitted and payment has been processed, AMCP will review it and your company will be notified by AMCP via fax or e-mail if the request has been approved. If approved for space, you will receive an approval letter on AMCP letterhead. Companies may then contact the requested venue(s) in which they would like the meeting to take place for meeting room space availability and forward the approval memo to these facilities. AMCP requires that operating hours for any functions, meetings, symposia or other special events do not conflict with scheduled AMCP programming. To download a meeting space request form, please go to [www.amcp.org](http://www.amcp.org) and click on "Meeting Space Request Form" under the Meetings section of our website.

We hope you can understand the necessity of implementing this new policy and appreciate your cooperation. Please contact us with any questions at 1-800-827-2627.

# AMCP's 22<sup>nd</sup> Annual Meeting & Showcase

## April 7-10, 2010

### San Diego, CA

## MEETING SPACE REQUEST FORM

Please submit this form for consideration. You will receive approval/denial notification via e-mail. **Upon approval, you may make function arrangements directly with the facility of your choice.** A non-refundable application fee of \$1,000 will be charged for **ALL** requests submitted, regardless of whether they are approved. **In order for requests to be processed, Method of Payment section below must be completed.** Companies agree not to schedule or conduct an outside activity including, but not limited to, receptions, seminars, symposia, advisory boards, and hospitality suites that are in conflict with the official program of AMCP's 22<sup>nd</sup> Annual Meeting & Showcase.

<b>Company:</b>				
<b>Contact:</b>				
<b>Mailing Address:</b>				
<b>City:</b>	<b>State:</b>		<b>Zip:</b>	
<b>Email:</b> <i>*required</i>				
<b>Phone:</b>	<b>Fax:</b>			
<b>Type of Function:</b> <i>*required</i>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Meeting <input type="checkbox"/> Symposium <input type="checkbox"/> Advisory Board <input type="checkbox"/> Internal Company Meeting <input type="checkbox"/> Other: _____ (please specify)			
<b>Are you inviting AMCP members or AMCP attendees to your function?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Anticipated Audience:</b>	<b>Are you offering an honorarium?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reason for Function:</b> <i>*required</i>				
<b>Location for function:</b> <i>*required</i>	<input type="checkbox"/> San Diego Marriott Hotel & Marina <input type="checkbox"/> Manchester Grand Hyatt San Diego			

The following are the designated dates and times during which a company may conduct activities. Please circle the date(s) and indicate the exact time you would like your function to take place.

Tuesday, April 6	Wednesday, April 7	Thursday, April 8	Friday, April 9	Saturday, April 10
• All Day available	• Before 1:00 pm • After 6:30 pm (Following the Opening Night Reception)	• After 6:30 pm (Following the Annual Showcase Reception)	• After 5:00 pm	• All Day available
Time of function:	Time of function:	Time of function:	Time of function:	Time of function:

**Please complete this form and return to:**

Shana Brand, Meetings Coordinator, AMCP, 100 North Pitt Street, Suite 400, Alexandria, VA 22314  
 phone: 703-683-8416                      fax: 703-683-8417                      email: sbrand@amcp.org

Method of Payment		
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Number	Expiration Date (month/year)	
Cardholder Printed Name <small>(as it appears on your card)</small>	Cardholder Signature	

AMCP's approval of a meeting/event neither constitutes endorsement of that meeting/event nor warrants the effectiveness or quality of that meeting/event. AMCP reserves the right to refuse a meeting/event from any source or to reject any proposed meeting/event that directly competes with the Academy or is not in keeping with Academy standards.

Approved: \_\_\_\_\_      Approved: \_\_\_\_\_  
 Date: \_\_\_\_\_              Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_            Initials: \_\_\_\_\_

For AMCP use: