

AAPM FUNCTION REQUEST FORM

Host an Event at the AAPM Annual Meeting

AAPM invites exhibiting companies and affiliate groups to host functions during the Annual Meeting. All events—such as receptions, seminars, alumni gatherings, and hospitality suites—must not conflict with the official Annual Meeting program and must receive prior AAPM approval.

Key Guidelines:

- All functions require approval. Submit the Function Approval Form to affiliate@aapm.org.
- Staff-only meetings are permitted anytime, but still require submission of the form.
- Once approved, you'll receive venue contact details for the official hotels and Convention Center.
- Event arrangements should be made directly with your selected venue after receiving approval.
- If your event will be held outside official venues, AAPM will provide contact details for a recommended destination management company.

Submit your function approval form today to affiliate@aapm.org to get started.

Exhibiting Con	npany:				
Mailing Addre	ss:				
				Country:	
E-mail:			Tel:	Fax:	
Type of Function	on(s):				
□ Breakfast	□ Luncheon	□ Dinner			
□ Meeting	□ Reception	□ Symposium	□ Other		
(Exhibitors may	y hold staff meeting	gs at any time , as lo	ong as only exhibitor personr	nel are involved. Permission must still b	e requested.)
Anticipated A	ttendance:				
_	-		n which an exhibiting organiz n to host a function(s):	ration may conduct any of the above	e mentioned

Friday July 17	Saturday July 18	Sunday July 19	Monday July 20	Tuesday July 21
☐ After 6:00 PM	Open all day and evening	☐ Before 7:30 AM ☐ 12:00 PM - 1:15 PM ☐ After 9:00 PM Following AAPM Opening Party	☐ Before 7:30 AM ☐ 12:15 PM- 1:15 PM (Lunch on Own) ☐ After 8:00 PM	☐ Before 7:30 AM ☐ 11:30 AM - 1:00 PM ☐ After 6:00 PM
		PRIME TIME Take your clients to dinner! Meet at the Opening Party for light hors d'oevres beforehand or come for desserts.	PRIME TIME Meet during lunch or take your clients to dinner! Meet at the Awards & Honors for light hors d'oevres beforehand or come for desserts	PRIME TIME Meet during lunch or take your clients to dinner!