



WORLD TRANSPLANT CONGRESS
OFFICIAL SPACE REQUEST FORM FOR AFFILIATE EVENTS

JULY 26 – 31, 2014

* Only one meeting request per form*

All meeting space released will be in the San Francisco Marriott Marquis. If you would like to request space specifically in one of these hotels or another hotel in the WTC block, please indicate which hotel.

Preferred Hotel: _____

Organizer's Information

Event Name/Title: _____

Planning Company: _____ Planning on behalf of: _____

Supporter Contact Name: _____ Supporter Contact Phone: _____

Planner Contact Name: _____ Title: _____

Planner Contact Phone: _____ Planner Contact Email: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Type of Group:

- Corporate/Industry
Tax Exempt (Non-profit)
College/University

Type of Event:

- Advisory Board Meeting
Social Event
Investigator Meeting
Hospitality Suite
University Alumni Event
Staff Meeting

Space will be released ONLY during the following times:

Table with 2 columns: Day (Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday) and Time (e.g., 8:00 am - 8:00 pm, 6:00 - 7:00 am; noon - 1:15 pm; 6:30 - 11:00 pm)

Date:

- Sat 7-26-14 Sun 7-27-14 Mon 7-28-14 Tues 7-29-14 Wed 7-30-14 Thurs 7-31-14

Event Begin Time: _____ Event End Time: _____

Expected Number of Attendees*: _____

* Only for small meetings – no space will be released for meetings greater than 85. Meetings over 85 are considered a symposium and subject to additional fees and program submission.

Set Up Style:

- Classroom Conference Hollow Square U-Shape Reception Rounds Theater Other

Administrative/Application Fees:*

- Applications received on or before April 1, 2014 \$100.00
Applications received after April 1, 2014 \$200.00
24 Hour Room Hold - per room, per day \$500.00

Payment Method:

- American Express MasterCard Visa
Card Number: _____ Expiration Date: _____
Cardholder Name: _____ Cardholder Signature: _____

The administrative fee will be waived for tax-exempt/non-profit and college/university sponsored events.

Fax back or email to: Caitlin Dougherty, 856-439-0525 at cdougherty@WTC2014.org or fax 856-439-0525

For WTC office use:

Date Received/Released:
Name of Meeting Room Assigned:
Notification sent:
Payment Received: