



## Function Request Form • AAPM Spring Clinical Meeting

March 29–April 1, 2025 • M Resort • Henderson, NV

AAPM welcomes exhibiting companies and affiliate groups to host functions during the Spring Clinical Meeting. Exhibitors and affiliate groups agree not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposia, alumni reunions, and hospitality suites that conflict with the official program of the Spring Clinical Meeting. All functions must be approved by AAPM. Exhibitors are allowed to hold staff meetings at any time, as long as only exhibitor personnel are involved. Permission must still be requested using the function form.

Please submit this form to Sarah Driver, CEM for written approval. You will receive an approval notification via e-mail. The notification will include contact information for the hotel. **DO NOT CONTACT THE HOTEL DIRECTLY.**

Upon approval, you will make the function arrangements directly with the hotel. You are required to provide AAPM with the location of function.

Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail (required): \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Function(s):

- Breakfast   
  Luncheon   
  Dinner   
  Other \_\_\_\_\_  
 Meeting   
  Reception   
  Symposium

(Exhibitors may hold staff meetings at any time, as long as only exhibitor personnel are involved.

Permission must still be requested.)

Anticipated Attendance: \_\_\_\_\_

The following are the designated dates and times in which an exhibiting organization may conduct any of the above mentioned activities. Please **select** the dates and times you plan to host a function(s):

Friday March 28	Saturday March 29	Sunday March 30	Monday March 31	Tuesday April 1
<input type="checkbox"/> All Day REMINDER There are no AAPM functions on this date	<input type="checkbox"/> After 6:30 p.m.	<input type="checkbox"/> After 5:30 p.m.	<input type="checkbox"/> After 6:30 p.m.	<input type="checkbox"/> After 12:30 p.m.

Please submit this form to Sarah Driver, CEM | [sarah@aapm.org](mailto:sarah@aapm.org)

1631 Prince Street, Alexandria VA 22314 | Phone: 571-298-1230 | Fax: 571-298-1301