



3400 Research Forest Drive, Suite B-7  
The Woodlands, TX 77381  
Phone (281) 419-0052 Fax (281) 419-0082  
Email: info@pas-meeting.org

## **FUNCTION SPACE REQUEST FORM**

*2003 PAS Annual Meeting*

*May 3 – 6*

*Seattle, Washington*

*Clearly print or type*

Date: \_\_\_\_\_

1. Function Name: \_\_\_\_\_  
*(The name indicated above will be used for publications/signage, etc.—please be accurate)*

2. Preferred day and date (review the program schedule before listing your choices).  
*\*Social Functions may not conflict with the PAS Scientific Program\**

Day/Date of 1st choice: \_\_\_\_\_

Time begin: \_\_\_\_\_ Time end: \_\_\_\_\_

Day/Date of 2nd choice: \_\_\_\_\_

Time begin: \_\_\_\_\_ Time end: \_\_\_\_\_

3. Does this activity have a commercial sponsor?  yes  no

(If yes, provide name) \_\_\_\_\_

4. Who determined the scientific content and speakers of this program?

(If applicable, provide information) \_\_\_\_\_

5. What are your seating requirements? (check one):

Banquet (round tables w/ chairs)  Conference  Reception  
 School Room (chairs/desk)  Theater (chairs only)

6. What is the number of expected attendance? \_\_\_\_\_

7. Will you be requiring food/beverage service?  yes  no

8. Will you be requiring audiovisual equipment?  yes  no  
(If yes, an A/V order form will be provided to you at a later date.)

9. If applicable, list your visual aids and other special set requirements that would affect the room size assignment (staging, props, etc.)

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**\*\* PLEASE NOTE \*\***

All of the hotel properties in Seattle have very limited meeting space. Activities will be assigned accordingly as accommodations allow. The official Headquarter Hotels are the Sheraton Seattle and Westin Hotels. The Washington State Convention & Trade Center may be used for placing some daytime committees at the discretion of PAS Show Management. Once these properties fill, space will be assigned at alternative locations that are also in close proximity to the Convention Center.

10. Please note your preferred location:

- Sheraton Seattle (Headquarters)                       Westin (Co-Headquarters)  
 No Preference

11. Contact person: \_\_\_\_\_

Responsible person/institute: \_\_\_\_\_  
(Responsible for all charges related to the function)

Dept: \_\_\_\_\_

Institute/Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

- ❖ Space is assigned by submission of this request form only - on a first-come, first-served basis, based on date of request.
- ❖ Social functions may not be scheduled to compete with the scientific sessions of the Societies. No exceptions. Please refer to the meeting schedule.
- ❖ All functions must adhere to the policies set forth by the Societies. Please refer to the schedule and the Rules and Regulations.
- ❖ You are responsible for all expenses of this function (including meeting room usage fee assessed by hotel).
- ❖ Notification of final space assignment will be made by mid-March 2003.

**MAIL OR FAX TO:**

PAS Program Office \* Attn: Kathy Cannon, PAS Associate Meeting Director  
3400 Research Forest Drive – Suite B-7 \* The Woodlands, TX 77381  
Fax: (281) 419-0082 \* Email: [info@pas-meeting.org](mailto:info@pas-meeting.org)

(In order to avoid duplicates, please do not mail original if fax was sent)

