

## 24-Hour Room Hold Request Form

**All 24-hour meeting space will be held at the [Hilton Anaheim Hotel](#).**

**Cost: \$1,500**

### **Policies:**

- Space is available starting at 6:00 am.
- Meeting rooms are designed for small conferences of 15–24 people.
- A limited number of rooms is available and will be assigned on a first-come, first-served basis with the exception of Diamond Supporters, who will receive priority in the space assignment process.
- Room assignments will be made once full payment has been received.
- SOT reserves the right to alter space assignments as necessary.
- This meeting space will not be posted in the SOT Annual Meeting materials.

### **After Approval—Procedure and Policies:**

Upon the Society's approval of your request, you will receive email confirmation with your room assignment, the time slot for your 24-hour rental, the hotel contact information, and the audiovisual company contact information.

All coordination, including food and beverage and audiovisual equipment requests, should be arranged directly with the hotel contact and/or the audiovisual company contact(s). The applicant is responsible for any fees or charges assessed by the hotel and/or the audiovisual company.

- Please notify SOT of any cancellations or changes to your meeting, up until the time of your event.
- No refunds will be issued for cancellation.

Contact [Tonja Morrow](#) with any questions.

### **Contact Information:**

\*Organization: \_\_\_\_\_

\*Address 1: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

\*City: \_\_\_\_\_

Title: \_\_\_\_\_

\*State/Province: \_\_\_\_\_

\*Tel: \_\_\_\_\_

\*Zip/Postal Code: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Country: \_\_\_\_\_

### **Meeting Information:**

\*Meeting description: \_\_\_\_\_ \*Number of people: \_\_\_\_\_

\*Meeting day preference(s):

Saturday, March 14, 2020

Monday, March 16, 2020

Wednesday, March 18, 2020

Sunday, March 15, 2020

Tuesday, March 17, 2020

**\* = required information**

\* Authorized Signature: \_\_\_\_\_

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

By submitting this form, you agree to the policies stated on this Request Form.

**Submit Order To:** Tonja Morrow, SOT Exhibits & Promotions Manager

Tel: 703.438.3115 | Fax: 703.438.3113 | Email: [tmorrow@toxicology.org](mailto:tmorrow@toxicology.org)

Updated: 7/12/19