

Four-Hour Room Hold Request Form

Limited meeting space is available for four-hour rental in the [Anaheim Convention Center](#).

Cost: \$950

Meeting room specs for all space:

- Dimensions: 62'6" x 30'
- Square Feet: 1,875
- Ceiling Height: 17'6"
- No windows

Policies:

- One request per company per day.
- Meeting rooms will be set conference style for 24 people, with no reset, including no additional chairs.
- 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 four-hour rental, the convention center contact information, and the audiovisual company contact information.

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

*First Name: _____

*Last Name: _____

Title: _____

*Tel: _____

*Email: _____

*Address 1: _____

Address 2: _____

*City: _____

*State/Province: _____

*Zip/Postal Code: _____

*Country: _____

Meeting Information:

*Meeting description: _____ *Number of people: _____

*Meeting day and time preference(s):

Saturday, March 14, 2020

☐ 8:00 AM–12:00 Noon

☐ 1:00 PM–5:00 PM

Monday, March 16, 2020

☐ 8:00 AM–12:00 Noon

☐ 1:00 PM–5:00 PM

Wednesday, March 18, 2020

☐ 8:00 AM–12:00 Noon

☐ 1:00 PM–5:00 PM

Sunday, March 15, 2020

☐ 8:00 AM–12:00 Noon

☐ 1:00 PM–5:00 PM

Tuesday, March 17, 2020

☐ 8:00 AM–12:00 Noon

☐ 1:00 PM–5:00 PM

*** = 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

Updated: 7/12/19