

## Four-Hour Room Hold Request Form

Limited meeting space is available for four-hour rental in the San Diego Convention Center.

Cost: \$1,000

### Policies:

- One request per company per day.
- Meeting rooms will be set conference style for 20 people, with 10 additional chairs along the perimeter. Room resets are not permitted.
- Audiovisual equipment not available.
- A limited number of rooms is available and will be assigned on a first-come, first-served basis.  
Note: Diamond Level Annual Meeting Supporters receive priority.
- Room assignments are provided upon receipt of full payment.
- SOT reserves the right to alter space assignments as necessary.
- This 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, and convention center contact information.

All coordination, including food and beverage requests, should be arranged directly with the appropriate contact at the exhibitor's expense.

- 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 and time preference(s)—(If you would like to request a time slot that is not listed, please inquire for availability):

Saturday, March 26, 2022

8:00 AM–12:00 Noon  
 1:00 PM–5:00 PM

Monday, March 28, 2022

8:00 AM–12:00 Noon  
 1:00 PM–5:00 PM

Wednesday, March 30, 2022

8:00 AM–12:00 Noon  
 1:00 PM–5:00 PM

Tuesday, March 29, 2022

8:00 AM–12:00 Noon  
 1:00 PM–5:00 PM

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

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

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

### \*Required Information

**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: 9/1/2021