



## 24-Hour Room Hold Request Form

All 24-hour meeting space will be held at the [Omni Nashville Hotel \(Headquarters Hotel\)](#).

Cost: \$1,500

### Policies:

- Space is available starting at 6:00 am.
- 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 24-hour rental, and hotel and audio visual contact information.

All coordination, including food and beverage and audiovisual equipment 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 preference(s) and number of rooms requested—(If you would like to request a time slot that is not listed, please inquire for availability):

Sunday, March 19, 2023

Tuesday, March 21, 2023

Monday, March 20, 2023

Wednesday, March 22, 2023

\*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)