



American Academy of Periodontology

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TO: AAP Affiliate Group Function Organizers

FROM: AAP Meeting Services

DATE: May 1, 2021

RE: Affiliate Group Functions at the AAP 107th Annual Meeting

It's time to begin planning affiliate group functions to be held during the AAP 107th Annual Meeting, November 4-7, 2021, in Miami Beach, Florida. If you would like to hold a reception, dinner, or business meeting during the Annual Meeting, please complete and return the attached form to advise us of your requirements.

No function can be held opposite an AAP-sponsored event and therefore must be scheduled only during the following program-free hours:

- Thursday, November 4 7:00 pm - 12:00 midnight
- Friday, November 5 7:00 pm - 12:00 midnight
- Saturday, November 6 6:30 pm - 12:00 midnight
- Sunday, November 7 4:00 pm - 12:00 midnight

AAP will review your event and, upon approval, will send you contact information for your chosen venue. Please note that the cost of your meeting room, including room rental, food and beverage, and audio-visual, will be your responsibility. You and your organization will work directly with the hotel on your event arrangements. As a reminder, all food and beverage must be ordered through the venue (i.e., no outside food or beverage is allowed to be brought into any of the venues).

Reservations need to be received by AAP no later than Friday, July 16, 2021, to give alumni groups initial access. Therefore, assignments for affiliate events will not be allocated until after that date.

If you have any questions, contact Meeting Services at 312-787-5518 or events@perio.org.

Thank you.

AFFILIATE FUNCTIONS RESERVATION FORM

Official Name of Function:

Function Day/Date: _____ **Expected Attendance:** _____

Function Start Time: _____ **Function End Time:** _____

Type of Function:

Reception Business Meeting Dinner Seminar Other: _____

Desired Location:

- Confidante Miami Beach Plymouth South Beach
 Fontainebleau Miami Beach Sagamore Miami Beach
 Gale Hotel Shelborne Hotel
 On own (name of venue): _____
 On own, but would like venue ideas from the Greater Miami Convention & Visitors Bureau

Room Set:

- Reception-style (cocktail tables and bar) Banquet-style (rounds of 10)
 Theater-style (rows of chairs) Conference-style (one large table)
 Other: _____

Food and Beverage Requirements:

- Breakfast (buffet, plated, continental) Beverage break (hot, cold, hot & cold)
 Lunch (buffet, plated, boxed) Cocktail reception (hors d'oeuvres/drinks)
 Dinner (buffet, plated)

Audio-Visual Equipment Requirements:

- None Podium Podium microphone Flatscreen
 LCD projection package (for PowerPoint) with screen Other: _____

Individual to whom reservation information should be sent (PLEASE PRINT):

Name: _____

Address: _____

Phone: _____ **Email:** _____

Please email the completed form to events@perio.org.