



## American Academy of Periodontology

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**TO:** AAP Alumni-Related Group Function Organizers and Postdoctoral Program Directors

**FROM:** AAP Meeting Services

**DATE:** May 1, 2021

**RE:** Alumni Functions at the AAP 107<sup>th</sup> Annual Meeting

It's time to begin planning alumni and related-group functions to be held during the AAP 107<sup>th</sup> 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.

Saturday, November 6, is the evening traditionally set aside for alumni functions, none of which can start earlier than 6:30 pm. However, you may schedule your event on any day during the meeting providing it is held 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 July 16, 2021, to ensure your event will be listed on the AAP Annual Meeting mobile app and on-site program guide.**

Please complete and return the Alumni Functions Reservation Form even if you do not require assistance with hotel function space, but still wish to include your event on the AAP Annual Meeting mobile app and on-site program guide.

If you have any questions, please contact Meeting Services at 312-787-5518 or [events@perio.org](mailto:events@perio.org).

# ALUMNI FUNCTIONS RESERVATION FORM

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**Official Name of Function (as it should appear on the AAP Annual Meeting mobile app and on-site program guide):** \_\_\_\_\_

**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](mailto:events@perio.org).