

APPLICATION AND CONTRACT FOR MEETING ROOM

FAAA 5th Annual Conference

Meeting Dates: February 2-4, 2024
Wyndham Grand Orlando Bonnet Creek

Organizations wishing to hold group functions in conjunction with the FAAA 5th Annual Conference, February 2-5 in Orlando must first obtain meeting space from the Florida Academy of Anesthesiologist Assistants (FAAA). Space is reserved on a first-come, first-served basis in the order applications were received. Please submit one application for each meeting room requested along with Affiliate Agreement.

The function will be assigned from the designated facilities contracted within the FAAA block where the FAAA has space on hold. These facilities are instructed not to assign meeting space to affiliate organizations unless approval has been received from the FAAA. The affiliate organization and/or its agents will work directly with the assigned facility's convention service manager to coordinate arrangements pertaining to the proposed event.

It is the responsibility of the organizers hosting events to make sure that those events comply with the guidelines regulated by the FAAA. Such events must be approved in advance by the FAAA, and are subject to the following Terms and Conditions of use:

- 1. Meetings/Functions may be conducted during the following hours outlined below:

Thursday, February 1	Friday, February 2	Saturday, February 3
8:00 am – 6:00 pm	After 3pm	After 2pm

Affiliate social events may NOT conflict with the FAAA’s educational programming or trade show. Events that would take place during these hours are conflicts, and space will not be assigned.

- 2. Once space is approved, an email confirming your space will be sent along with the facility information and the name of the facility convention service manager contact that will work directly with the organizer to finalize the meeting/function arrangements.
- 3. Any and all costs for services levied by the assigned facility (including but not limited to meeting space rental, catering, audio visual, etc.) or other contracted vendors associated with the affiliate organization and/or its agents meeting/function are the sole responsibility of the organizer. The FAAA is not responsible for payment of any services connected with the event.
- 4. Organizations will be notified via email when their application has been received. All groups will be notified in mid-January of meeting space approval and assigned facility placement
- 5. FAAA reserves the right to accept, reject or condition acceptance, based on FAAA's sole discretion, for any reason, which need not be disclosed to the organization. All outstanding obligations to FAAA by the organization, including payment of all debts must be fulfilled prior to space assignment.

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STATEMENT OF AGREEMENT (Fields marked with * are REQUIRED)

This application form is used to apply for function space approval. You will receive an e-mail confirmation from FAAA show management regarding your application.

Contact Information *

Company Name.....

Contact..... Title.....

Tel..... Mobile.....

Email.....

Address.....

City..... State..... Zip.....Country.....

MEETING/FUNCTION SPECIFICATIONS

Meeting/Function Name *

Meeting Function - Description/Purpose *

Meeting Start Date * * Meeting Start Time *

Meeting End Date * Meeting End Time *

Expected Number of Attendees *

Meeting/Function Space Set *

- Conference Hollow Square U-Shape Banquet Rounds
- Classroom/Schoolroom Theatre Reception

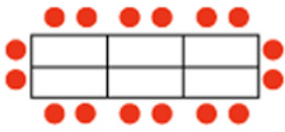
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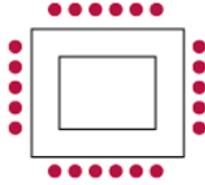
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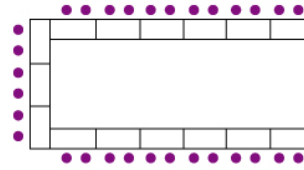
Conference Style



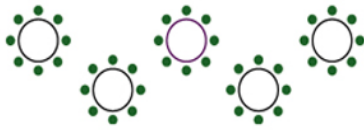
Hollow Square Style



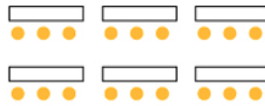
U-Shape Style



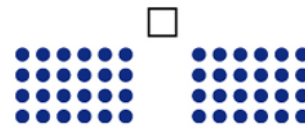
Banquet Rounds Style



Classrom/Schoolroom Style



Theatre Style



Reception Style



Type of Event *

- Board/Committee Meeting
- Reception/Dinner
- Other

Have you invited a speaker to present at this meeting/function?

Yes No

Expected Food and Beverage Needs *

Expected Audio Visual Needs *

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Do you need a registration table?

Yes No

Notes: