



Function Request Form • AAPM Spring Clinical Meeting

March 21–24, 2026 • Hyatt Regency, Orlando • Orlando, FL

Host an Event at the AAPM Annual Meeting

AAPM invites exhibiting companies and affiliate groups to host functions during the Annual Meeting. All events—such as receptions, seminars, alumni gatherings, and hospitality suites—must not conflict with the official Annual Meeting program and must receive prior AAPM approval.

Key Guidelines:

- All functions require approval. Submit the Function Approval Form to affiliate@aapm.org.
- Staff-only meetings are permitted anytime, but still require submission of the form.
- Once approved, you'll receive venue contact details for the official hotels and Convention Center.
- Event arrangements should be made directly with your selected venue after receiving approval.
- If your event will be held outside official venues, AAPM will provide contact details for a recommended destination management company.

Exhibiting Company: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____ Country: _____

E-mail (required): _____ Tel: _____ Fax: _____

Type of Function(s):

- ☐ Breakfast ☐ Luncheon ☐ Dinner ☐ Other _____
- ☐ Meeting ☐ Reception ☐ Symposium

(Exhibitors may hold staff meetings at any time, as long as only exhibitor personnel are involved.

Permission must still be requested.)

Anticipated Attendance: _____

The following are the designated dates and times in which an exhibiting organization may conduct any of the above mentioned activities. Please **select** the dates and times you plan to host a function(s):

Friday March 20	Saturday March 21	Sunday March 22
☐ All Day REMINDER There are no AAPM functions on this date	☐ After 7:00 pm	☐ After 6:00 pm

Please submit this form to Sarah Driver, CEM | sarah@aapm.org

1631 Prince Street, Alexandria VA 22314 | Phone: 571-298-1230 | Fax: 571-298-1301