



## American Academy of Periodontology

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Suite 800 • 737 N. Michigan Avenue • Chicago, Illinois 60611-6660  
312-787-5518 • Fax 312-787-3670 • perio.org

**TO:** AAP Affiliate Group Function Organizers

**FROM:** AAP Meeting Services

**RE:** Affiliate Functions at the AAP 110<sup>th</sup> Annual Meeting

If you would like to hold a reception, dinner, or business meeting during the AAP 110<sup>th</sup> Annual Meeting in San Diego, California, October 31, thru Sunday, November 3, 2024, please complete and return the attached Affiliate Functions Reservation Form to advise us of your requirements.

You may schedule your event on any day during the meeting, provided it's held during the following program-free hours:

- Thursday, October 31 5:30 pm - 12:00 midnight
- Friday, November 1 7:00 pm - 12:00 midnight
- Saturday, November 2 7:00 pm - 12:00 midnight
- Sunday, November 3 3:30 pm - 12:00 midnight

Any events scheduled for the morning must conclude by 7:30 am on all four days of the meeting.

There are three AAP-contracted hotels in San Diego: the Marriott Marquis San Diego Marina (which is the headquarters hotel for the 2024 meeting), the Manchester Grand Hyatt, and the Hilton San Diego Gaslamp Quarter. Once we receive your Affiliate Functions Reservation Form and approve it, we will assign your event to a space at your desired location and put you in touch with the contact person at that venue. For best availability, please return this form by Friday, September 20, 2024.

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 beverages must be ordered through the venue. No outside food or beverages are allowed.

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

# AFFILIATE FUNCTIONS RESERVATION FORM

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**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:**

- Marriott Marquis San Diego Marina (headquarters hotel)  
 Manchester Grand Hyatt  
 Hilton San Diego Gaslamp Quarter  
 On own (name of venue): \_\_\_\_\_

**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)  None

**Audio-Visual 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).