



American Academy of Periodontology

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

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

FROM: AAP Meeting Services

RE: Alumni Functions at the AAP 110th Annual Meeting

If you would like to hold an alumni-related event during the AAP 110th Annual Meeting in San Diego, California, Thursday, October 31, thru Sunday, November 3, 2024, please complete and return the attached Alumni Functions Reservation Form to advise us of your requirements.

Friday, November 1, and Saturday, November 2, are the evenings traditionally set aside for alumni functions. However, 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 Alumni 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.

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.

Reservations need to be received by the AAP no later than Friday, September 20, 2024, to ensure that your event will be listed on the AAP Annual Meeting mobile app. 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 mobile app.

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

ALUMNI FUNCTIONS RESERVATION FORM

Official Name of Function (for inclusion on the AAP mobile app):

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.