



AMERICAN PUBLIC HEALTH ASSOCIATION  
*For science. For action. For health.*

## 2018 RELATED ORGANIZATION APPLICATION

EARLY DEADLINE: April 27, 2018

FINAL DEADLINE: September 14, 2018

Hold your business meetings and/or social hours during APHA's Annual Meeting to reach your members, alumni or clients already attending the Annual Meeting.

### AVAILABLE TIME SLOTS

- **Saturday and Sunday:** Events may be held beginning at 6:00 am through midnight.
- **Business/Breakfast Meeting:** Events may be held Monday, Tuesday or Wednesday between 6:00 am and 8:00 am.
- **Evening Reception:** Events may be held Sunday, Monday, or Tuesday beginning at 6:30 pm\*.

\*Based on requests from annual meeting attendees, reception start times are staggered. All APHA Section receptions will start at 6pm and all Related Org. receptions will start at 6:30pm. This allows the building to better prepare for your event and enables attendees to partake in multiple social hours.

### LOCATION SELECTION

APHA sessions and events will be held at the San Diego Convention Center and the Hilton San Diego Bayfront located together in a campus plan. Related Organizations may select their preferred venue. However, selection is not guaranteed as location is based on a number of criteria including available space, size of group and room set up. Note: APHA will be using all space available, including pre-function areas.

Indicate **1<sup>st</sup> Choice** (Selection is not guaranteed. You will be contacted if preference is not available)

- San Diego Convention Center       Hilton San Diego Bayfront

### PAYMENT

	# of Rooms	Early Bird Rate By April 27	Full Rate April 28 – Sept 14	Total
<b>Saturday</b>				
<input type="checkbox"/> 1-3 hours		\$350	\$400	\$
<input type="checkbox"/> 3.5-5 hours		\$400	\$450	\$
<input type="checkbox"/> 5.5 hours and over		\$450	\$500	\$
<b>Sunday</b>				
<input type="checkbox"/> 1-3 hours		\$350	\$400	\$
<input type="checkbox"/> 3.5-5 hours		\$400	\$450	\$
<input type="checkbox"/> 5.5 hours and over		\$450	\$500	\$
<input type="checkbox"/> Evening Reception		\$395	\$445	\$
<b>Monday</b>				
<input type="checkbox"/> Business/Breakfast Meeting		\$375	\$425	\$
<input type="checkbox"/> Evening Reception		\$395	\$445	\$
<b>Tuesday</b>				
<input type="checkbox"/> Business/Breakfast Meeting		\$375	\$425	\$
<input type="checkbox"/> Evening Reception		\$395	\$445	\$
<b>Wednesday</b>				
<input type="checkbox"/> Business/Breakfast Meeting		\$375	\$425	\$
<b>TOTAL</b>				\$

Please email your forms to: Cynthia Zhu | [cynthia.zhu@apha.org](mailto:cynthia.zhu@apha.org)

**EVENT DETAILS – If you plan to hold more than one event, complete this page for each event.**

**Event Contact:**

<b>Name of Person in Charge:</b>			
<b>Telephone:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>Organization Name as it should appear in program:</b>			

**Note:** Related org events cannot take place during scientific session timeslots. See list of available timeslots on first page.

<b>Event Title as it should appear in program:</b>							
<b>Day</b>		<b>Date:</b>		<b>Start Time:</b>		<b>End Time:</b>	
<b>Estimated attendance</b> (Be as accurate as possible):							

**TYPE OF EVENT:**

- Business/ Breakfast Meeting       Social Hour/ Reception

**FOOD AND BEVERAGE: (select all that apply)**

You will be placed in touch with a catering manager in July 2017. Your organization is responsible for all food and beverage costs.

- No Food       Breakfast       Lunch       Dinner       Reception       Other \_\_\_\_\_

**SET-UP AND EQUIPMENT**

- Special room set-ups may be available, by advance request only. Additional fees may apply.
- **Head tables, podiums, risers and AV equipment from previous events may have to stay in the room.** Please indicate in the special requests field if you absolutely do not want the head table to remain in the room. Additional reset charges may apply.
- Related Organizations will incur additional charges for AV equipment and must complete an AV order form.

- Reception Style: Mixed cocktail rounds and highboy tables       Theater Style: Head table for 4 will be provided  
 Conference Style: no more than 25 people       Round table: (Rounds are set with 10 chairs/table)

**Special Requests (ie specific number of rounds or reception set):** \_\_\_\_\_

**PUBLICATION OPPORTUNITIES**

Would you like your event title to be listed in the printed and online program?  Yes       No – Private Event

**TERMS AND CONDITIONS**

- APHA reserves the right to relocate space assignment up until **September 14, 2018**. Please do not publish the location of your event until after this date.
- **Cancellation Penalty:** 50% of total or \$200.00, whichever is greater. No refunds after September 14, 2018.
- AV and food and beverage costs are not included in the cost of space rental. Once space is reserved you will receive additional information on how to order AV and food and beverage.
- Read the full Related Organization policy [online](#).

**By signing below, I agree to APHA's Terms and Conditions.**

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please email your forms to: Cynthia Zhu | [cynthia.zhu@apha.org](mailto:cynthia.zhu@apha.org)