**Company Information**

**Company Hosting Meeting**

**Company Planning Meeting (if different than above)**

**Company Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code &amp; Country</th>
</tr>
</thead>
</table>

**Planner’s Name**

**Planner’s Phone**

**Planner’s Email**

**On-site Contact’s Name (if different than above)**

**On-site Contact’s Phone (if different than above)**

**On-site Contact’s Email (if different than above)**

**Title of Meeting**

**Meeting Objectives**

**Meeting Type**

- O Non-CME
- O CME Accreditation provided by

**Additional Comments**

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**2020 Approved Meeting Times**

Please select your date/time preference from the following options. The meeting times below are the approved options, and ensure that your ancillary meeting does not conflict with the AAIC program, exhibit hall or poster presentations. Ancillary meetings cannot be scheduled outside of these approved times. Space will be assigned on a first come, first serve basis when an application is submitted.

- **Saturday, July 25**
  - O All day, please specify requested start and end time below

- **Sunday, July 26**
  - O 6:30–7:45 a.m.

- **Monday, July 27**
  - O 6:30–7:45 a.m. O 6–8 p.m.

- **Tuesday, July 28**
  - O 6:30–7:45 a.m. O 6–8 p.m.

- **Wednesday, July 29**
  - O 6:30–7:45 a.m. O 6–10 p.m.

- **Thursday, July 30**
  - O 6:30–7:45 a.m. O After 1 p.m.

**Early Setup Required?**

- O No
- O Yes - Setup Time Needed
Event Requirements

To help us appropriately assign a meeting room, please include more information about your meeting needs below. Should your anticipated attendance or set needs change drastically, please contact the Association immediately. Should another room be required to accommodate the updated needs, the Association will assist in adjusting your space based on availability. Any hotel fee associated with this change will be the responsibility of the company organizing the meeting.

Anticipated Number of Attendees

Room Set:  O Conference  O U-Shape  O Classroom  O Theatre  O Banquet Rounds  O Crescent Rounds  O Reception
Food & Beverage:  O Breakfast  O Lunch (Saturday only)  O Reception  O Dinner  O Coffee Break

Location Preference

No external ancillary meetings can take place at the convention center; they must take place at one of the conference hotels. Please select your preference from the following options. Both properties are a short walk from the convention center. Space is assigned based on first come, first served (based on availability.)

O Hotel NH Amsterdam RAI
Europaboulevard 2b, 1078 RV Amsterdam, Netherlands

O Hotel Okura Amsterdam
Ferdinand Bolstraat 333, 1072 LH Amsterdam, Netherlands

Payment

The $500 non-refundable application fee must be paid in full for each meeting requested when submitting this application or meeting space will not be released. All additional meeting logistics and fees, including (but not limited to) room rental, audio visual, catering, tables/chairs, decorations and signage are the responsibility of the company organizing the meeting.

Cardholder Name  Credit Card #  Exp. Date  Security Code

Billing Address (if different than page 1)  Authorized Signature  Date

Application Submission & Questions

Please submit the completed form and payment to Mary Kate Raminski. Please allow 2-3 business days for form review, payment processing and space assignment. Following this, a confirmation that includes a hotel contact and space assignment will be sent. If you have any further questions, please contact Mary Kate Raminski.

Mary Kate Raminski, CMP
Senior Associate Director, Conference Services
Alzheimer’s Association
225 N Michigan Avenue, Suite 1700
Chicago, IL 60601
312-335-5827
mraminski@alz.org

For Internal Use Only

Date Submitted to Finance  Amount to Be Charged  TAFund  Project

Source Code  Description  Receipt to
RNOAC21011ACD  AAIC 2020 Ancillary Meeting Revenue (FY21)  mraminski@alz.org