



November 3-6, 2024 • San Antonio

AFFILIATE MEETING SPACE APPLICATION

FUNCTION INFORMATION:

Company/Organization Name: _____

Exhibitor or sponsor? Yes No

University, government, or non-profit? Yes No

Booking Contact Name: _____ Email: _____

Phone: _____

Type of Attendance: Staff Only Invitation Only Open to all OW attendees

If open to all, would you like your event advertised on the ObesityWeek program? Yes No

Please describe the purpose of this event: _____

Will food and/or non-alcoholic beverages be served? Yes No

Will alcohol be served? Yes No

Will A/V be needed? Yes No

Will internet be needed? Yes No If yes, for how many participants? _____

Do you want to host your event in the Hyatt or Convention Center or Other Location?

If other, where are you planning to host your event? _____

Meeting Space Rental in Hyatt/Convention Center is charged per hour by OW. One hour will be scheduled between meetings for setup and cleanup at no cost. If you require more than one hour for setup, please include those hours on the appropriate line below. Likewise, if you want the option of running over or need extra time to tear down. Meeting Space Rental in any other facility will be decided by facility. Classroom, theater, and non-standard setup styles may incur a **\$300 surcharge** for room turn.

Event Name (do not use same name for multiple events)	Post Name? Y/N	Meeting Date	Estimated # of attendees	Start Time	End Time	Acceptable room setup style(s) (examples next page)

Hours requested rounded up to nearest hour: _____ X Rate \$ _____ = Total \$ _____

Return both pages of this completed form to annualmeeting@obesity.org

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Event Name: _____

Company/Organization Name: _____


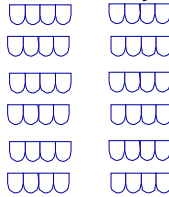

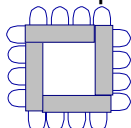



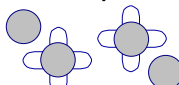
Onsite Contact: _____

Contact Cell Number for Day of Event: _____

Meeting Room Set-Up

NUMBER	ADDITIONAL EQUIPMENT NEEDS	NUMBER	ADDITIONAL EQUIPMENT NEEDS
	Easel(s) for client supplied signage		Head Table for <input type="text"/> people
	Table Top Lectern		Registration Desk with <input type="text"/> chair(s)
	Standing Lectern		6x30 Skirted Display Table
	Riser		Other:

Please select style(s) that are acceptable below or describe or send approximate drawing of setup.
 ObesityWeek® may require alteration in setup style to minimize room turns.
 Classroom, theater, and non-standard setup styles may incur a **\$300 surcharge** for room turn.

<input type="checkbox"/>	Classroom  Specify: 2 per 6' table or 3 per 8' table	Room Set Quantity <input type="text"/> (amount of chairs/expected number of attendees)	<input type="checkbox"/>	Theater Style 
<input type="checkbox"/>	Conference 		<input type="checkbox"/>	Hollow Square 
<input type="checkbox"/>	Rounds of 8 		<input type="checkbox"/>	Rounds of 10 
<input type="checkbox"/>	U-Shape 		<input type="checkbox"/>	Cocktail /Reception 

*Setup capacity will vary depending on meeting room or suite square footage. Please confirm with your Event Manager (at facility) to ensure requested setup accommodation will fit in the reserved meeting room.

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