



November 4-7, 2025 • Atlanta

## AFFILIATE MEETING SPACE APPLICATION

### ONE FORM PER ROOM REQUEST

**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 high-speed internet be needed?    Yes    No            If yes, for how many participants? \_\_\_\_\_

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

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

Meeting Space Rental in Omni/Convention Center is charged per hour by OW. **SEE INSTRUCTIONS PDF FOR RATES.** 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 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 (or range if 24/7 office space)	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 \$ \_\_\_\_\_

<or>

If 24/7 office request, number of days: \_\_\_\_\_ X 8 hours/day X Rate \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

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Event Name: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

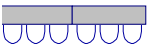
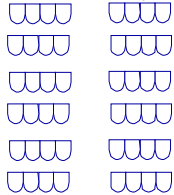

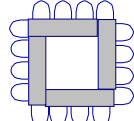



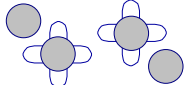
Onsite Contact Name and Email: \_\_\_\_\_

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

\*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.