



**May 28-June 1, 2019**  
**Orlando, Florida USA**  
**#ACSM19**

[www.acsmannualmeeting.org](http://www.acsmannualmeeting.org)

## Meeting Function Space Request

Thank you for requesting space for your function taking place in Orlando. Affiliate functions will take place at Rosen Centre Hotel (HQ Hotel). Assignments of space will be made on or before March 29, 2019. You will then receive a confirmation, hotel information, hotel contact, etc. and can make your arrangements directly with the hotel.

Please fill out the necessary information listed below, and return to Abbie Friedman at [afriedman@acsm.org](mailto:afriedman@acsm.org)

Name of University and/or Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Function Name: \_\_\_\_\_

Day/Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Set-up:  reception  formal meeting  
 other:

Will food and/or beverages be served?  yes  no

Would you like this posted on the ACSM Annual Meeting website?  yes  no

Would you like this posted on the ACSM Annual Meeting Mobile App?  yes  no