

50TH ANNUAL MEETING of the AMERICAN SOCIETY FOR THERAPEUTIC RADIOLOGY AND ONCOLOGY

BOSTON CONVENTION AND EXHIBITION CENTER • SEPTEMBER 21-25, 2008

FUNCTION SPACE REQUEST FORM

**DEADLINE:
JUNE 27, 2008**

Organizations wishing to hold group functions in conjunction with the ASTRO Annual Meeting must first obtain ASTRO approval. All scheduled events must adhere to ASTRO regulations and may not take place during specified dates and times. Once the function has been approved, the organization or its agent(s) will work directly with the assigned hotel to make arrangements pertaining to the proposed event. Please submit one form for **each** function that you would like to hold.

FUNCTION SPACE REGULATIONS

- Function space is available for use by anyone affiliated with the ASTRO Annual Meeting.
- ASTRO prohibits competing functions with ASTRO educational sessions. Functions or transportation to and from functions may not be held during the following dates and times:

Sunday, September 21	8:00 a.m. - 6:00 p.m.
Monday, September 22	7:15 a.m. - 6:00 p.m.
Tuesday, September 23	7:15 a.m. - 6:30 p.m.
Wednesday, September 24	7:15 a.m. - 5:00 p.m.
Thursday, September 25	7:15 a.m. - 10:30 a.m.
- Each organization is responsible for any charges for meeting space, catering, audio visual, etc.
- All promotional materials associated with each function must be submitted to ASTRO for review. The name American Society for Therapeutic Radiology and Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Therapeutic Radiology and Oncology, Inc. Use of the aforementioned in conjunction with promotional materials without the express written consent of ASTRO is prohibited.
- Events that are educational in nature may qualify as Industry Satellite Symposia, which require submission of a separate application. Visit www.astro.org/corporaterelations/ for more information.

CONTACT INFORMATION

ASSOCIATION/COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

FUNCTION SPECIFICATIONS

FUNCTION NAME

FUNCTION DESCRIPTION

FUNCTION DATE

START TIME

END TIME

ANTICIPATED ATTENDANCE

Check here if this program is educational in nature.

Check here if this is a staff only event.

Check here if you are developing marketing materials for this function.

ASTRO requires review of all marketing materials prior to printing and production.

FUNCTION TYPE

Breakfast
 Luncheon

Dinner
 Meeting

Workshop/Seminar
 Office

Reception
 Other _____

ROOM SET-UP

Conference
 Hollow Square

U-shape
 Theatre

Classroom
 Round Tables

Cabaret Tables
 Other _____

Additional requirements (audio visual equipment, staging, etc.): _____

HOTEL PREFERENCE

1. _____ 2. _____ 3. _____

IMPORTANT:

ASTRO will begin releasing meeting space in May 2008. Once your meeting is approved, you will receive written confirmation from ASTRO within 14 days and your request will be forwarded to the hotel of your choice. The hotel will contact you directly to discuss meeting space availability and meeting requirements. Space is assigned on first-come, first-served basis.

BOSTON HOTELS*

1. Boston Harbor Hotel
2. Boston Marriott Copley Place
3. Boston Marriott Long Wharf
4. **Boston Park Plaza Hotel**
5. **Colonnade Hotel**
6. Fairmont Copley Plaza
7. **Hilton Boston Back Bay**
8. Hilton Boston Logan Airport
9. Hyatt Regency Boston Downtown
10. **Intercontinental Boston**
11. Liberty Hotel Boston
12. Omni Parker House Hotel
13. Radisson Hotel Boston
14. **Renaissance Boston Waterfront Hotel**
15. **Ritz Carlton Boston Common**
16. **Seaport Hotel**
17. Sheraton Boston Hotel
18. **The Taj Boston**
19. Westin Copley Place

**Complete one form for
each function and return to:
Megan White, Meetings Coordinator
Phone: 703-839-7390 Fax: 703-839-7391
E-mail: meganw@astro.org
Space is assigned on a first-come,
first-served basis.**

ASTRO USE ONLY:

Date form received: _____

Promotional Materials: Yes _____ No _____

Request Approved: MD _____ CR _____ CEO _____

Date approved: _____

Date confirmation sent: Requestor _____ Hotel _____

*ASTRO will assign space for hotels bolded in hotel list above. For all unbolded hotels, ASTRO will send hotel contact information to company contact named on this form. Contact will then be responsible for working directly with hotel representative.