

2024 AAEA Annual Meeting
New Orleans Marriott; July 28-30
Space Request Form Request form due February 16th

If you would like to hold a Business Meeting, Reception or Luncheon during the AAEA 2024 Annual Meeting, please complete the information listed below. Forms and requests are due by February 20. For questions, please contact Mary Annen at mannen@aaea.org. Please complete a form for each event or space request. *Only space request is due by February 20th so we can schedule the meeting space. Mary will contact you if you requested food & beverage.*

Contact Information

Organization Hosting the Event or Meeting: _____

Contact: _____ Contact email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Best method to contact you: phone email

Would you like the event listed in the app and program? Yes No (private event, invitation only)

If yes, Event Title as it should appear in the App and PDF Program _____

Event

Section Business Meeting Committee Meeting Section Reception held Sunday, July 28th

Section Reception held other than Sunday, July 28th Date: _____

Preferred Time: 11:30 am – 1:00 pm 7:30 pm – 9:30 pm 8:30 pm – 10:30 pm Other: _____

Luncheon Ticketed Event held Monday, July 29, 11:30 am – 1:00 pm

Breakfast Ticketed Event held Tuesday, July 30, 7:30 am – 8:30 am

Judges Hospitality Room Food & Beverage Sunday or Monday Time for lunch: _____

Other, specify _____

Event Details

Estimated Attendance

Less than 15 15-30 30-50 More than 50 Other _____

Estimated Length of time for event

1 hour 1.5 hours 2 hours Other: _____

Preferred Time frame 7 am – 10 am 10 am – 12 pm 12 pm – 3 pm 3 pm – 6 pm

11:30 am – 1:00 pm 7:30 pm – 9:30 pm 8:30 pm – 10:30 pm Other, please specify _____

Any additional details: _____

Should not interfere with the following Business Meeting

Audio Visual Required? *(Additional charges may apply)*

Yes No Other

If yes, Audio Visual Needed: Projector & Screen Microphone

Other, please specify _____

Food & Beverage: If Food & Beverage is requested, contact Mary Annen mannen@aaea.org for options available, she will provide a menu with options available and email you a proposal.

Food & Beverage requested? Yes No

If yes, email estimate to: _____

Amount budgeted for Food & Beverage: _____

Food & Beverage: Sample of Options Available (Note: 25% Marriott service charge and 10.45% sales tax. AAEA receives a 10% discount on catering food and non-alcoholic beverages which will be passed on to you.)

Coffee & Hot Tea Muffins, Danish & Breakfast Breads Breakfast Sandwiches
 Cookies & Snacks Soft drinks & bottled water Breakfast Treats & Yogurt
 Reception Display Hors D'Oeuvres Lunch Options

Other, please specify _____

Would you like a catering form with menu description emailed to you? Yes No Other _____

Drink Tickets: Drink Tickets are available for use at the Sections Bar on Sunday, July 28, 3:00 pm - 6:00 pm. Each ticket is good for beer, wine or soft drink. Cost is \$11 per ticket. Group will be charged only for drink tickets redeemed. 25% Marriott Service Charge and 10.45% sales tax applies.

I am interested in providing drink tickets

Comment: _____