



### ASPEN25 Meeting Space Request Form

Please submit this form to ASPEN for review. Meeting requests receive approval/denial notification via e-mail. **Upon approval, function arrangements must be made directly with the assigned facility.** Companies agree not to schedule or conduct any outside activities that conflict with the official program for ASPEN25.

*Approval of a request does not constitute endorsement of that meeting/event. ASPEN reserves the right to reject any request that directly competes with the official program or is not in keeping with ASPEN standards.*

Company _____	
Main Contact _____	Title _____
Address _____	City, State, Zip _____
Phone _____	Email _____
Function Name _____	
Function Date and Time _____	
Details (set-up, AV, F&B, etc.) _____	
Preferred Property _____	

**Is your company a conference sponsor/exhibitor?** Yes  No  (\$+500)

**Are you inviting ASPEN attendees to your function?** Yes  No

**Duration of meeting?**  Up to 5 hours (\$500)  Up to 12 hours (\$750)  Up to 24 hours (\$1,000)

**Attendance?**  Less than 20 (no additional cost)  Between 21-50 (+\$250)  50 or more (+\$500)

Full payment is due upon receipt of all applications. Checks should be made payable to ASPEN and sent to the address below. The undersigned authorizes ASPEN to charge credit card for the amount indicated.

Card Type (if applicable):  Visa  MasterCard  American Express  Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CSV# (3 or 4 digit number on back of card): \_\_\_\_\_ Name on Card: \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please note:** Once confirmed, your company is solely responsible for all charges related to the function space including set-up, food and beverage and audio-visual needs.

**Please return form to:** Valerie Mickiewicz – Manager, Development and Strategic Partnerships  
Phone: 301.920.9155 | Email: [valeriem@nutritioncare.org](mailto:valeriem@nutritioncare.org)

FOR ASPEN USE ONLY:

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Space to be assigned by:

ASPEN: \_\_\_\_\_

Hotel: \_\_\_\_\_

Room: \_\_\_\_\_