



American Academy of Forensic Sciences
75th Anniversary Conference
February 13–18, 2023

FUNCTION SPACE GUIDELINES

- The AAFS Annual Scientific Conference and Exhibition will be held at the Rosen Shingle Creek Resort. Affiliate events will be held at the Rosen Shingle Creek as space is available and assigned at the discretion of AAFS. You will be responsible for the organization of your function. Your session/function will be set as close to your request as possible. Pre-meeting space may be available for your group to meet.
- **The Administrative Fee (Admin Fee) for the 2023 meeting will be charged for each meeting room requested per day: Full-day meetings will be \$500 and half-day meetings or evening receptions will be \$300.**
 - ▲ If groups are able to schedule multiple events in the same meeting room on the same day, only one fee will be charged.
 - ▲ The administrative fee will be billed 30 days prior to the AAFS Annual Conference and must be paid in full before you will have access to your meeting room.
 - ▲ Unless pre-approved by AAFS, functions may not conflict with the AAFS scientific program schedule. Committee and board meetings as well as related programs may not compete with the AAFS scientific program. Slight overlap will be considered upon approval.
 - ▲ Please refer to the following AAFS general program schedule before selecting your activity times to avoid conflict:

AAFS General Program Outline
 Monday, February 13, 2023 – 8:30 a.m. – 5:30 p.m.
 Tuesday, February 14, 2023 – 7:00 a.m. – 5:30 p.m.
 Wednesday, February 15, 2023 – 7:00 a.m. – 5:30 p.m.
 Thursday, February 16, 2023 – 7:00 a.m. – 5:00 p.m.
 Friday, February 17, 2023– 7:00 a.m. – 5:00 p.m.
- You are responsible for any room usage charge, if applicable, as well as for special need charges (i.e., catering and audio/visual equipment, internet, or electrical). Please note that per contract policy, no outside food and beverage is allowed in any meeting room. Placement of events will be based on space availability and receipt date of function space request form.
- If AAFS is able to confirm your group’s activity by December 15, 2022, your information will be published in the AAFS Calendar of Events distributed at the meeting. All other promotion or notification of your activity is your responsibility. AAFS will provide appropriate signage to identify your event on-site. You may place a larger poster-type notice at the door of the function, but only during the scheduled time of the function. Poster boards and/or flyers found scattered throughout the property, previously approved by AAFS, will be removed. **You may also elect not to have your event published in the meeting publications by selecting the “Do Not Post” checkbox in the function space request system.**
- **Organizations meeting under the AAFS space are required to pay any applicable taxes that are charged. Generally, meetings are not exempt from all state and local city taxes. Any taxes, service charges, or labor costs charged as a result of an affiliate meeting will be charged your group.**

At the Rosen Shingle Creek all AV and Food and Beverage orders are subject to a 26% service charge and 6.5% tax. Gratuity is optional.

I have read and understand the AAFS Function Space Guidelines.

Group Name: _____

Name (Printed)

Signature

Date

Please read all of the information below:

Your group's events will be held at the **Rosen Shingle Creek Resort**, 9939 Universal Blvd., Orlando, FL 32819. To confirm your group will be needing meeting space, please sign and email the attached event confirmation to me. The room location will be sent back to you with a room confirmation. If your group will not require food & beverage and/or audio visual equipment (i.e., just need a room to meet), please sign and return the attached event confirmation to tdelezier@aafs.org with a note indicating that no F&B and AV will be required.

Below you will find the email to get new menus for the Rosen Shingle Creek Resort and one for your Audio Visual needs. You will place all orders for F&B, AV, internet, and phone (if applicable) directly with the Resort. They will be responsible for processing and invoicing all of your orders for the 2023 event.

- To place your Food & Beverage or AV order with the hotel ,please contact Julia Hard: JHard@rosenshinglecreek.com.

When choosing your items and for budgeting purposes, the following information is provided by the Resort on taxes and service fees:

At the Rosen Shingle Creek Resort, all AV and Food & Beverage orders are subject to a 26% Service charge and 6.5% tax. Gratuity is optional and not automatically charged to your bill.

- Orders are due 28 days prior to event and payment and signed order is due 14 days from the event. You will not be able to decrease your guaranteed food and beverage orders after the 72-hour deadline.
- Your group will also be responsible for all labor charges for set up and breakdown on audio visual equipment and will be billed for your event separately from any AAFS event.
- You are not allowed to request additional space, dates, or times without requesting this directly with AAFS.

Please also remember that the AAFS administrative fee for the meeting space will be due upon signing of this contract. Without payment, we will not be able to assign space.

Thank you and please do not hesitate to reach out should you have questions regarding this process.

