

American Academy of Forensic Sciences 74th Annual Scientific Meeting February 21-25, 2022

FUNCTION SPACE GUIDELINES

- The AAFS Annual Scientific Meeting and Exhibition will be held at the Seattle Convention Center. Affiliate events will be held at the Sheraton Grand as space is available or properties assigned at the discretion of AAFS. You will be responsible for the organization of your function. Your session/function will be set as closely to your request as possible. Pre-meeting space may be available for your group to meet.
- The Administrative Fee (Admin Fee) for the 2022 meeting will be charged for each meeting room requested per day: Full day meetings will be \$500 and ½ 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.
 - A deposit of 50% will be due with the signing of the contract.
 - ▲ The final administrative fee will be billed 30 days prior 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.
 - A Please refer to the following AAFS general program schedule before selecting your activity times to avoid conflict:

AAFS General Program Outline

Monday, February 21, 2022 – 8:30 a.m. – 5:30 p.m. Tuesday, February 22, 2022 – 7:00 a.m. – 5:30 p.m. Wednesday, February 23, 2022 – 7:00 a.m. – 5:30 p.m. Thursday, February 24, 2022 – 7:00 a.m. – 5:00 p.m. Friday, February 25, 2022 – 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 October 10, 2021, the information will be published in the AAFS Advance Program and on the AAFS website. If confirmed after October 10, but before December 15, 2021, 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, not 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 <u>not</u> 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 Sheraton Grand Hotel all AV and Food and Beverage orders are subject to a 25% taxable Gratuity & Service Charge and 10.1% sales tax which are subject to change without notice.

I have read and understand the AAFS Function Space Guidelines.	
Group Name:	
Signature	Date

