



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.
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 1/2 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.
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.
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.
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.

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

