



AMERICAN PUBLIC HEALTH ASSOCIATION
For science. For action. For health.

2021 Event Space Application

EARLY DEADLINE: June 30

FINAL DEADLINE: September 10

Hold your business meetings or social hours, **virtually or in-person**, during APHA’s Annual Meeting to reach your clients, alumni, partners and prospects already attending the Annual Meeting.

AVAILABLE TIME SLOTS (All times are in Mountain Time)

- **Saturday:** Events may be held beginning at 6:00 am through midnight.
- **Sunday:** Events may be held between 6 a.m. and 10:30 a.m. or after 6 p.m.
- **Business/Breakfast Meeting:** Events may be held Monday, Tuesday or Wednesday between 6 a.m. and 8 a.m.
- **Evening Reception:** Events may be held Monday or Tuesday beginning at 6 p.m.

HYBRID OPPORTUNITIES

APHA 2021 will be a hybrid meeting with sessions and events taking place at the Colorado Convention Center, Hyatt Regency Denver and online. Whether virtual or in-person, your event will be listed in our Virtual Meeting Platform, accessible to all attendees.

Indicate In-Person vs. Virtual

In-person Virtual

In-Person Costs

	# of Rooms	Early Bird Rate By June 30	Full Rate June 30 – Sept 10	Total
Saturday				
<input type="checkbox"/> 1-3 hours		\$375	\$425	\$
<input type="checkbox"/> 3.5-5 hours		\$450	\$500	\$
<input type="checkbox"/> 5.5 hours and over		\$500	\$550	\$
Sunday				
<input type="checkbox"/> 1-3 hours		\$375	\$425	\$
<input type="checkbox"/> 3.5-4.5 hours		\$450	\$500	\$
<input type="checkbox"/> Evening Reception		\$410	\$460	\$
Weekday				
<input type="checkbox"/> Business/Breakfast Meeting		\$385	\$435	\$
<input type="checkbox"/> Evening Reception		\$410	\$460	\$

Virtual Costs

	# of Events	Early Bird Rate By June 30	Full Rate June 30 – Sept 10	Total
<input type="checkbox"/> 1-3 hours		\$50	\$100	\$
<input type="checkbox"/> 3.5-5 hours		\$75	\$125	\$

Please email your forms to: Natalie Koo | natalie.koo@apha.org

EVENT DETAILS – If you plan to hold more than one event, complete page 2 and 3 for each event.

Event Contact:

Name of Person in Charge:			
Telephone:		Email:	
Address:			
Organization Name as it should appear in program:			

Note: Events cannot take place during scientific session timeslots. See list of available timeslots on first page.

Event Title as it should appear in program:							
Day		Date:		Start Time:		End Time:	
Estimated attendance (Be as accurate as possible):							

Type of Event

- Business/ Breakfast Meeting Social Hour/ Reception

Publication Opportunities

Would you like your event title to be listed in the printed and online program? Yes No – Private Event

VIRTUAL EVENT DETAILS:

APHA will use Zoom for all events and can set a Zoom link for your group. The URL to your event will be provided 2 weeks in advance of the meeting. Alternatively, you may supply your own virtual meeting link. Indicate how you would like to set up your event.

- APHA can provide a Zoom link for my event. I will provide my own link (Zoom or platform of my choice)

Special Requests: _____

IN-PERSON EVENT DETAILS

Complete the details below which will be used to find the best space for your event.

Location

Events will be held at the Colorado Convention Center and the Hyatt Regency Denver. Selection of a preferred venue is not guaranteed as location is based on a number of criteria including available space, size of group and room set up. Please indicate your preferred venue.

- Colorado Convention Center Hyatt Regency Denver

Set-up and Equipment – **APHA and the property will work with you on set up to ensure you are following COVID guidelines**

- Special room set-ups may be available by advance request only. Additional fees may apply.
- **Head tables, podiums, risers and AV equipment from previous events may have to stay in the room.** Please indicate in the special requests field if you absolutely do not want the head table to remain in the room. Additional reset charges may apply.
- The use of AV equipment will incur additional charges. You must complete an AV order form.

- Reception Style: Mixed cocktail rounds and highboy tables Theater Style: Head table for 4 will be provided
 Conference Style: no more than 25 people Round table: (Rounds are set with 10 chairs/table)

Special Requests (i.e. specific number of rounds or reception set): _____

Please email your forms to: Natalie Koo | natalie.koo@apha.org

Food and Beverage (select all that apply)

You will be placed in touch with a catering manager in July 2021. Your organization is responsible for all food and beverage costs.

- No Food Breakfast Lunch Dinner Reception Other _____

TERMS AND CONDITIONS

- APHA reserves the right to relocate space assignment up until **September 10, 2021**. Please do not publish the location of your event until after this date.
- **Cancellation Penalty:** 50% of total or \$200.00, whichever is greater. No refunds after September 10, 2021.
- AV and food and beverage costs are not included in the cost of space rental. Once space is reserved, you will receive additional information on how to order AV and food and beverage.
- Read the full Related Organization Event Space Rental policy [online](#).

By signing below, I agree to APHA's Terms and Conditions.

Name (Printed)

Signature

Date