



Affiliate Group Meeting Request Form

**2023 FMA Annual Meeting
Hyatt Regency
July 28-30, 2023**

*Return request for meeting space by April 21, 2023 to: Brittany Jackson at bjackson@flmedcial.org
Phone: 850.933.3773*

Space is not guaranteed until written confirmation provided by the FMA

Group Name: _____

Group Contact Person: _____

Email: _____

Phone: _____ Fax: _____

Meeting Specifications

Day	Date	Type of Function	Begin Time	End Time	Attendance	Setup *

**Setup Preferences – Choose One: Rounds/ Theater/ Hollow Sq/ Classroom /Conference*

Sponsorship Information

Is this event co-hosted with or sponsored/supported by any other group? (This information is mandatory to ensure that your event is not in conflict with existing FMA policies or contractual obligations.)



_____ This event is not co-sponsored

_____ This event is co-sponsored by: _____

AFFILIATE GROUPS - GENERAL INFORMATION
2023 FMA ANNUAL MEETING
July 28-30, 2023
Hyatt Regency

ROOM ASSIGNMENTS

Every effort is made to accommodate specific requests within the space available. All requests for space will be considered on a priority basis, with FMA events first, followed by groups conducting scientific programs, and then business meetings. The FMA reserves the right to adjust meeting space if necessary but will make every effort to adhere to confirmed assignments.

RESPONSIBILITY FOR MEETINGS

The FMA serves as the point of contact with Hyatt Regency and is responsible for assigning all meeting space. Once meeting space has been confirmed, it is the responsibility of the individual groups to work directly with the appropriate person (name to be provided when meeting space confirmed) on their meeting needs (includes food, beverage, audiovisual, easels, etc.).

ROOM RENTAL CHARGES

The FMA entered into a contract with Hyatt Regency for meeting space based in part on food & beverage minimum requirements. If your group requests meeting space, we respectfully ask that you commit to a food & beverage minimum of \$250 per day. If your group does not have any food and beverage requests, a room rental fee of \$250 per day will be assessed with payment due in advance of the meeting.

CAMPAIGN SIGNAGE AND EASELS

As a reminder campaign sign display is limited to the area outside the House of Delegates and candidates are limited to one sign for contested seats and none for non-contested seats, and no larger than 24" x 36". Information regarding the candidates for AMA Delegation can be found in the delegate packets, which will be available upon checking in at the meeting.

PROGRAM COPY

Annual Meeting program copy will be taken from group meeting request forms. This includes notice of county medical or specialty society caucuses, receptions, breakfasts, business meetings, etc.