

AFFILIATED EVENT REQUEST APPLICATION

The Biotechnology Industry Organization (BIO) desires to maintain the focus and integrity of the convention and therefore must be kept apprised of and approve ALL affiliated events being held in hotels in conjunction with 2009 BIO International Convention, May 18-21.

BIO manages all hotel function/meeting space at the official BIO hotels preceding and during the convention.

Due to space limitations, affiliated event function/meeting space is NOT available at the Georgia World Congress Center.

If Affiliated Event Application is within approved days/times listed below, a letter confirming release of hotel function/meeting space will be sent to you and the hotel. A hotel representative will then contact you regarding your specific arrangements including food and beverage rates and function space rental, if applicable. All expenses associated with affiliated events will be the responsibility of the function host.

BIO is not responsible, nor can BIO negotiate on your behalf, for any hotel fees associated with room rental, food/beverage minimums, etc., Therefore, it is strongly advised that you contact preferred hotel(s) BEFORE submitting application, so you are aware of other charges associated with your event, at your preferred hotel.

Fourteen (14) business days are required to process Affiliated Event Request Application(s). Please submit one (1) application for each event.

SECTION 1: Permitted Times (For greater event success and competing with BIO, here are acceptable affiliated events times)

Mon., May 18	Tue., May 19	Wed., May 20	Thurs., May 21
6:00 a.m. – 8:00 a.m.	6:00 a.m. – 7:30 a.m.	6:00 a.m. – 7:30 a.m.	6:00 a.m. – 7:30 a.m.
9:00 p.m.+	6:30 p.m.+	9:30 p.m.+	9:30 p.m.+

SECTION 2: Contact Information (Companies requesting hotel meeting space must be registered to attend the BIO Convention)

Name _____ Title _____

Function Host (Company/Organization) _____

Address _____

City _____ State/Province _____

ZIP/Postal Code _____ Country _____

E-mail _____ Phone _____ Fax _____

SECTION 3: Affiliated Event Application (Complete one application for each event)

Type of Event: Breakfast/Reception/Dinner Group Meeting Other _____

Day/Date _____ Time _____ Anticipated # of Attendees _____

Setup Rounds _____ Conference _____ U-Shape _____ Other _____

Comments _____

Preferred Hotel Location 1) _____ 2) _____ 3) _____

List of 2009 Official Hotels can be found at convention.bio.org. If your preferred hotel is not available, your next hotel choice will be used.

Return to: 2009 BIO International Convention Affiliated Event Application, 1201 Maryland Avenue, S.W. Suite 900, Washington, DC 20024 • E-mail: reg2009@bio.org • Fax: 202-488-0993 • Questions: 302-537-1232

AFFILIATED EVENT CLOSING DATE: MAY 12, 2009