



The Association of American Geographers  
2007 Annual Meeting  
April 17-21 2007  
Hilton San Francisco  
San Francisco, California

## GROUP EVENT INFORMATION FORM

All groups wishing to hold receptions or special meetings in conjunction with the 2007 AAG Annual Meeting should complete this form and submit it to AAG. The contact person listed below will then be notified by the AAG Conference Manager of the date, time and location of the event. AAG suggests reviewing the conference schedule prior to selecting your event date. Each group will be responsible for all fees for its event including food, beverage, labor, decoration, and space rental (if applicable). All events will be held in the Hilton San Francisco.

Group/Event Name \_\_\_\_\_

Main Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date you would like to hold event \_\_\_\_\_

Start/End Time of Event \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Room set-up (ie. reception, meeting, etc.) \_\_\_\_\_

Will this event be open to all AAG attendees? (circle one)      Yes      No

Would you like your event listed in the conference program? (circle one)      Yes      No

**Once this form has been received by AAG, the AAG Conference Manager will contact you regarding your room assignment. You will be given the name of the hotel contact for making menu selections and payment arrangements.**

**FAX COMPLETED FORM TO 703-964-1246**

**Questions? Call 703-964-1240 x23 or**

**sheristachowski@conferencemanagers.com**