

ACNP Annual Meeting Event Request Form

**Please complete the below information and email to the
ACNP Executive Office, acnp@acnp.org*

The ACNP 56th Annual Meeting will be **Sunday, December 3 through Thursday, December 7, 2017.**

To request space for a small meeting, please complete the below information. All requests will be reviewed by the ACNP Executive Office. Meetings may include: advisory boards, meetings of investigator groups, or organization board meetings that have restricted and defined attendance. Approved satellite events can be listed in the ACNP program, if desired. Satellite scientific meetings are not permitted unless approved by ACNP Council. Any meetings must occur at the following times* or prior to the start of the meeting:

*Sunday, December 3rd, prior to 8:30 a.m. or from 11:30 a.m. to 1:00 p.m.

*Monday, December 4th, prior to 8:00 a.m. or after 7:30 p.m.

*Tuesday, December 5th, prior to 8:30 a.m., from 11:00 a.m. to 1:00 p.m., or after 7:30 p.m.

*Wednesday, December 6th, prior to 8:30 a.m., from 12:30 p.m. to 3:00 p.m., or after 7:30 p.m.

*Thursday, December 7th, prior to 8:00 a.m., from 10:30 a.m. to 12:00 p.m., or after 2:30 p.m.

Groups are not allowed to host events except during these available time slots. Your adherence to these time frames so as to not distract participants from the ACNP scientific program is appreciated.

Group/Meeting Name: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone: _____

Scope of the Session:

Requested Date and Time: _____

Number of Attendees: _____ **Preferred Room Set Up:** _____