

## Annual Meeting Event Request Form

*\*Please complete the below information and email to the  
ACNP Executive Office, [acnp@acnp.org](mailto:acnp@acnp.org)*

The ACNP 55<sup>th</sup> Annual Meeting will be **Sunday, December 4 through Thursday, December 8, 2016.**

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 4<sup>th</sup>, prior to 8:30 a.m. or from 11:30 a.m. to 1:00 p.m.

\*Monday, December 5<sup>th</sup>, prior to 8:00 a.m. or after 7:30 p.m.

\*Tuesday, December 6<sup>th</sup>, prior to 8:30 a.m., from 11:00 a.m. to 1:00 p.m., or after 7:30 p.m.

\*Wednesday, December 7<sup>th</sup>, prior to 8:30 a.m., from 12:30 p.m. to 3:00 p.m., or after 7:30 p.m.

\*Thursday, December 8<sup>th</sup>, 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:** \_\_\_\_\_