



American Academy of Periodontology

Suite 800 • 737 N. Michigan Avenue • Chicago, Illinois 60611-6660

(312) 787-5518 • Fax (312) 787-3670 • www.perio.org

TO: AAP Affiliate Group Function Organizers

FROM: AAP Meeting Services

DATE: April 1, 2019

RE: Affiliate Group Functions at the AAP 105th Annual Meeting

It's time to begin planning functions held during the AAP 105th Annual Meeting, November 2-5, 2019, in Chicago, Illinois. If you would like to hold a reception, dinner, or business meeting during the Annual Meeting, please complete and return the attached form to advise us of your requirements. Please complete this form even if your event is to be held prior to Saturday, November 2, 2019.

Your event will be assigned to either McCormick Place Lakeside Center, Hilton Chicago (co-headquarters hotel) or Palmer House Hilton (co-headquarters hotel). Please note your meeting room may be at no cost to you and your organization will work directly with the hotel once your function is assigned.

Rooms will be assigned on a first-come, first-served basis. Assignments for event space will be made based on the date the Academy receives your completed form. Please note that the evening set aside for alumni functions is Monday, November 4. Therefore, assignments for affiliate events will not be assigned until after July 1 to give alumni groups initial access.

No function can be held opposite an AAP-sponsored event and therefore must be scheduled only during the following program-free hours:

- Friday, November 1 7:00 am - 5:00 pm, 7:00 pm - 12:00 midnight
- Saturday, November 2 7:00 pm - 12:00 midnight
- Sunday, November 3 7:00 pm - 12:00 midnight
- Monday, November 4 6:30 pm - 12:00 midnight
- Tuesday, November 5 5:00 pm - 12:00 midnight

If you have any questions, please contact Meeting Services via phone at 312-787-5518, via fax at 312-573-3225, or via e-mail at events@perio.org.

AFFILIATE FUNCTION RESERVATION FORM

Official Name of Function:

Function Day/Date: _____

Function Start Time: _____

Function End Time: _____

Expected Attendance: _____

Type of Function:

- Reception
- Dinner
- Business Meeting
- Seminar
- Other _____

Desired Location:

- McCormick Place Lakeside Center
- Hilton Chicago (co-headquarters hotel)
- Palmer House Hilton (co-headquarters hotel)
- On own (group arrangement made as follows):

Room Set:

- Reception-style (cocktail tables and bar)
- Banquet-style (rounds of 10)
- Theater-style (rows of chairs)
- Conference-style (one large table)
- Other _____

Food and Beverage Requirements:

- Breakfast (buffet, plated, continental)
- Beverage break (hot, cold, hot & cold)
- Lunch (buffet, plated, boxed)
- Cocktail reception (hors d'oeuvres/drinks)
- Dinner (buffet, plated)

Audio-Visual Equipment Requirements:

- None
- Podium
- Podium microphone
- LCD projection package (for PowerPoint) with screen
- Flatscreen
- Other _____

Name and address of individual to whom reservation information should be sent:

PLEASE PRINT

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Return completed form to:
AAP Meeting Services
American Academy of Periodontology
737 N. Michigan Avenue, Suite 800
Chicago, IL 60611-6660
Phone: 312-787-5518 / Fax: 312-573-3225
Email: events@perio.org

American Academy of Periodontology 105th Annual Meeting
November 2-5, 2019
Chicago, Illinois

SCHEDULE OF EVENTS

(as of 2/22/19)

Friday, November 1, 2019

3:00 - 5:00 pm Registration
3:00 - 5:00 pm AAP Foundation Booth/Silent Auction

Saturday, November 2, 2019

7:00 am - 5:00 pm Registration
7:00 am - 5:00 pm AAP Foundation Booth/Silent Auction
8:00 - 11:00 am American Board Review Part 1
8:00 - 11:00 am Clinical and Basic Science Symposium sponsored by District 8
8:00 am - 12:00 noon Hands-On Workshop 1
8:00 am - 12:00 noon Hands-On Workshop 5
8:00 am - 12:00 noon AAP/AAPF/OF Session
8:00 am - 4:00 pm Science of Coding
8:00 am - 5:00 pm Sedation Session (Lecture)
8:00 am - 5:00 pm Dental Hygiene Symposium
8:00 am - 5:00 pm Hands-On Workshop 2
8:00 am - 5:00 pm Hands-On Workshop 3
8:00 am - 5:00 pm Hands-On Workshop 4
8:30 am - 12:00 noon Predoctoral Educators Workshop
9:00 am - 12:00 noon Medical Coding
11:00 am - 12:00 noon District 8 Section Meetings
12:00 noon - 1:00 pm Dental Hygiene Symposium Luncheon
12:00 noon - 1:30 pm Predoctoral Directors Business Meeting
1:00 - 4:00 pm American Board Review Part 2
1:00 - 4:30 pm Balint Orban Memorial Program
1:00 - 4:45 pm Corporate Forum
1:00 - 5:00 pm Hands-On Workshop 6
5:30 - 7:00 pm Awards Ceremony
7:00 - 8:30 pm AAP Foundation Donor Appreciation Reception (*Invitation Only*)

Sunday, November 3, 2019

7:00 am - 5:00 pm Registration
7:00 am - 5:00 pm AAP Foundation Booth/Silent Auction
8:00 - 10:00 am General Session 1
9:00 am - 12:00 noon Insurance Primer 101
10:00 am - 10:45 am Coffee Break in the Exhibit Hall
10:00 am - 6:00 pm Exhibition/AAP Member Resource Center
10:00 am - 6:00 pm Research Forum Poster Session and Competition
10:45 am - 12:15 pm Innovations in Periodontics (2)
10:45 am - 12:15 pm Focused CE (5)
11:00 am - 3:00 pm Lunch Break in the Exhibit Hall
12:30 - 2:00 pm Student New Perio Session
12:45 - 2:15 pm District Forums
1:00 - 4:00 pm Insurance Primer 201
2:30 - 5:00 pm Continuing Education (7)

Sunday, November 3, 2019 (cont'd)

5:00 - 6:30 pm Welcome Reception
7:00 - 9:00 pm Student Member Reception
7:00 pm and beyond Alumni Receptions

Monday, November 4, 2019

6:30 - 8:00 am AAP Foundation Estate Planning Breakfast for Periodontists and Spouses
7:00 am - 5:00 pm Registration
7:00 am - 5:00 pm AAP Foundation Booth/Silent Auction
8:00 - 10:00 am General Session 2
8:30 am - 12:00 noon Postdoctoral Educators Workshop
10:00 - 10:45 am Coffee Break in the Exhibit Hall
10:00 am - 6:00 pm Exhibition/AAP Member Resource Center
10:00 am - 6:00 pm Research Forum Poster Session
10:45 am - 12:15 pm Innovations in Periodontics Session 3
10:45 am - 12:15 pm Focused CE (6)
10:45 am - 12:15 pm AAP Foundation Future Horizons in Periodontology
11:00 am - 3:00 pm Lunch Break in the Exhibit Hall
12:00 noon - 1:30 pm Postdoctoral Directors Business Meeting
2:00 - 4:00 pm General Session 3
5:00 - 6:00 pm General Assembly Business Session
6:30 pm and beyond Alumni Receptions

Tuesday, November 5, 2019

7:00 am - 2:00 pm Registration
7:00 am - 2:00 pm AAP Foundation Booth/Silent Auction
8:00 - 10:00 am General Session 4
10:00 - 10:45 am Coffee Break in the Exhibit Hall
10:00 am - 3:00 pm Exhibition/AAP Member Resource Center
10:00 am - 3:00 pm Research Forum Poster Session
10:45 am - 12:15 pm Focused CE (6)
11:00 am - 2:00 pm Lunch Break in the Exhibit Hall
2:00 - 4:00 pm General Session 5