



## American Academy of Periodontology

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

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**TO:** Postdoctoral Program Directors and Past Alumni-Related Group Function Organizers

**FROM:** AAP Meeting Services

**DATE:** April 1, 2019

**RE:** Alumni and Related-Group Functions at the AAP 105<sup>th</sup> Annual Meeting

It's time to begin planning alumni and related-group functions to be held during the AAP 105<sup>th</sup> 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.

Monday, November 4, is the evening set aside for alumni functions, none of which can start earlier than 6:30 pm. Please refer to the enclosed Schedule of Events should Saturday or Sunday be a better day for your event.

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

- 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

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 will be at no cost to you and your organization will work directly with the hotel once your function is assigned.

Meeting rooms are 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. **Reservations need to be received by AAP no later than June 28, 2019, to ensure your event will be listed in the on-site program.**

If you do not require assistance with hotel function space, but still wish your event to be included in the on-site program, complete and return the function form.

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](mailto:events@perio.org).

# ALUMNI FUNCTION RESERVATION FORM

**Official Name of Function (as it should appear in the on-site program):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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](mailto:events@perio.org)**

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

## SCHEDULE OF EVENTS

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(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