Use this form to request approval for hosting a function for customer events and company staff/sales meetings at the SIIM 2026 Annual Meeting & InformaticsTECH Expo. Submit one request form for each function. All functions must be scheduled within the allotted times listed below. SIIM will accommodate requests based on space availability and date of submission. Function requests cannot be held without SIIM approval. Do not contact the hotels or convention center directly regarding pending requests. SIIM reserves the right to refuse requests for functions for any reason.

COMPANY _____ Date _____

CONTACT INFORMATION

Contact _____Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____Email _____

FUNCTION INFORMATION

Name of Function_____

Function's Purpose _____

Function Date_____ Anticipated Attendance _____ Starting Time _____ Ending Time _____

FUNCTION TYPE

❑ Meeting   ❑ Breakfast   ❑ Lunch   ❑ Dinner   ❑ Other _____

SET-UP REQUIREMENTS

❑ Conference Style	❑ Theater	❑ Standing Lectern
❑ Classroom	❑ Rounds	❑ Table Top Lectern
❑ U-Shaped	❑ Head table for ____	❑ Other _____

A/V: ❑   Yes   ❑   No

I hereby acknowledge the requested function is for the purpose of scheduling a customer event, a staff, board, and/or committee meeting, and does not conflict with the Corporate-Sponsored Event guidelines outlined in the SIIM 2026 Exhibitor Rules & Regulations.

_____   _____
Signature of Official Contact   Date

Approved Dates & Times for Function Spaces Requests	
Tuesday, June 9	All Day
Wednesday, June 10	6:00 am-8:00 am & after 8:30 pm
Thursday, June 11	6:00 am-8:00 am & after 7:00 pm
Friday, June 12	6:00 am-8:00 am & after 5:30 pm

Email the form back to: asaris@siim.org and azawacki@siim.org