



# ANCILLARY FUNCTION REQUEST FORM

International Society of Hair Restoration Surgery

27<sup>th</sup> World Congress • November 13-16, 2019 • Shangri-La Hotel Bangkok; Bangkok, Thailand

**Instructions:** Please complete this form and return it to: ISHRS, 1932 S. Halsted St., Suite 413, Chicago, IL 60608, USA; or via fax: 1-630-262-1520; or via e-mail [info@ishrs.org](mailto:info@ishrs.org) by **September 15, 2019**.

Questions? Please contact Jule Uddfolk, CMP, ISHRS Meetings & Exhibits Manager [judfolk@ishrs.org](mailto:judfolk@ishrs.org).

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## **POLICY ON ISHRS ANCILLARY FUNCTIONS – PLEASE READ CAREFULLY:**

ISHRS approval, which may be granted or denied by the ISHRS at its sole discretion, is required for all exhibitor-sponsored ancillary functions. Requests for such activities must be submitted in writing via the Ancillary Function Request Form to the ISHRS Meetings & Exhibits Manager by the date indicated. The request must specify date, time, location, type of function and anticipated attendance. Ancillary functions will only be approved for times that are not in competition with the ISHRS program or Satellite Symposia, in the sole opinion of the ISHRS. The allowed ancillary timeslots are not exclusive. There may be more than one exhibiting company hosting ancillary functions during any given time period. The ISHRS is not holding meeting rooms at the Shangri-La Hotel Bangkok for exhibitor use. The exhibiting company must secure its own meeting/function space, whether it be at the above listed property or elsewhere and pay any and all required fees and costs directly. If it is determined that an unapproved ancillary function of any sort has taken place or is scheduled to take place, the "Violation of Rules" section will be enforced.

The allowed ancillary timeslots below are not exclusive – there may be more than one exhibiting company hosting ancillary functions during any given time period.

The ISHRS will communicate approval or denial of all ancillary function requests.

## **INDICATE YOUR 1<sup>ST</sup> AND 2<sup>ND</sup> CHOICES FOR ANCILLARY FUNCTIONS:**

\_\_\_ Tuesday, November 12, 2019, 4:00PM-11:00PM specify your requested time: \_\_\_\_\_

\_\_\_ Thursday, November 14, 2019, 8:00PM-11:00PM specify your requested time: \_\_\_\_\_

\_\_\_ Friday, November 15, 2019, 8:30PM-11:00PM specify your requested time: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Description of Ancillary Function: \_\_\_\_\_

# Guests: \_\_\_\_\_ Planned Location: \_\_\_\_\_

Ancillary Function Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return form by September 15, 2019, to:**

International Society of Hair Restoration Surgery  
1932 S. Halsted St., Suite 413, Chicago, IL 60608, USA  
Via email: [info@ishrs.org](mailto:info@ishrs.org)