

In June you were invited to participate in the Missouri State Medical Association's 166th Annual Convention, which is scheduled for April 5-7, 2024, at the Renaissance St. Louis Airport Hotel. MSMA has reserved meeting space for your program.

Please complete and return the following forms to MSMA by **November 13**. **To access the forms, please go to <https://www.msma.org/Meeting-Forms>**

PLEASE NOTE: All charges incurred (audio/visual, food and beverage expenses, et al.) will be directly billed or the group can authorize charges to a credit card. MSMA does not pay any hotel charges related to your meeting.

Menu Function Information (Required Form)

**Please see attached 2023 Banquet Menu to complete form.*

Audio/Visual Needs

**All audio/visual fees will be paid by the entity sponsoring the reception. Please see Encore price guide and contact information to obtain a quote.*

Direct Bill Application (charges must be more than \$10,000)

**The group has the option of being directly billed for all charges incurred or can authorize the hotel to bill the charges to a credit card. Based on the group's preference, please complete the appropriate form.*

Credit Card Authorization (Required Form)

Please see contact information to request a form.

Note: *A generic sign has been made for you at no charge to use for your function.*

I look forward to working with you and to receiving all requested information in a timely manner. If you have questions or need additional information, please feel free to contact me at 573-636-5151 or bstennis@msma.org.

Sincerely,



Benita Stennis
Director of Education and Operations