

TO: Component Societies/Medical Schools/Medical Affiliates

In July you were invited to participate in the Missouri State Medical Association's 164<sup>th</sup> Annual Convention, which is scheduled for April 1-3, 2022, at the Renaissance St. Louis Airport Hotel, St. Louis, Missouri. MSMA has reserved meeting space for your program.

Please complete and return the following forms to MSMA by **November 12**. 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.**

**Attachment 1 Menu Function Information (Required Form)**

*\*Please see Hotel Menu Options to complete form.*

**Attachment 2 Audio/Visual Needs**

*\*All audio/visual fees will be paid by the entity sponsoring the reception. Please see the AV Guide.*

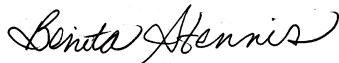
**Attachment 3 Direct Bill Application/Credit Card Authorization (Required Form)**

*\*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.*

**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