



## RELATED MEETING REQUEST INSTRUCTIONS

- ♦ **Related meeting requests are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the 72<sup>nd</sup> Annual SEAFWA Conference.**
- ♦ Please use the enclosed form and provide all of the requested information; especially identifying meetings that shouldn't overlap.
- ♦ Requests for meeting space will be handled in the order they are received. First choice options for date and time may not always be possible. Please indicate a "second choice" in the space provided on the form.
- ♦ The Plenary Session is scheduled for Monday, October 22<sup>nd</sup> from 8:00 a.m. – 12:00 p.m. Related meetings will not be scheduled during this time.
- ♦ We will be placing most meetings in permanently set rooms, to minimize hasty and disruptive turnovers, so meetings might be somewhat overset.
- ♦ Every effort will be made to accommodate all meeting/function setups as requested, but priority will be given to meetings and functions requested by the deadline.
- ♦ The schedule-at-a-glance and program information will be available at <http://www.seafwa.org/conference/program/schedule/> . Updates will be made on a regular basis.
- ♦ Specific room assignments for related meetings and other functions will not be assigned or published until closer to the event date. A detailed printed program will be available onsite.
- ♦ Specific arrangements for any events involving food and beverage are to be coordinated directly with the hotel. Information regarding menus, a/v, and set-up needs will be sent with a confirmation.
- ♦ Please also note that **all related meeting participants must pre-register** for the Conference, which will be available online via the website, starting in August. Please inform all meeting/function members of this policy.
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:  
**Fax to:** 802-865-8066  
**Email to:** meg@delaneymeetingevent.com.  
**For questions, call:** 802-865-5202



# RELATED MEETING REQUEST FORM: **DUE 09/07/2018**

## 1. CONTACT INFORMATION:

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name and email of person in charge of the details for meeting or function: *(if different than contact person above)*  
 \_\_\_\_\_

## 2. PROGRAM INFORMATION:

Name of Meeting *(as it should appear in the published program)*:  
 \_\_\_\_\_

\_\_\_ Please list as "**by invitation only**" in the program.

\_\_\_ Please **DO NOT** list the meeting in the printed or online program.

1<sup>st</sup> Choice Date:  Sun 10/21/18  Mon 10/22/18  Tues 10/23/18  Wed 10/24/18

1<sup>st</sup> Choice Time (start & end): \_\_\_\_\_

2<sup>nd</sup> Choice Date:  Sun 10/21/18  Mon 10/22/18  Tues 10/23/18  Wed 10/24/18

2<sup>nd</sup> Choice Time (start & end): \_\_\_\_\_

List any meetings with which you would prefer not to overlap or must not conflict:  
 \_\_\_\_\_

## 3. SET UP INFORMATION:

Estimated Group Size: \_\_\_\_\_

Preferred Seating: Note: Group size is limited with some seating arrangements.

- a.  theater (rows of chairs only)
- b.  conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
- c.  U-shape with opening for A/V (#)\_\_\_\_\_ people at table, with peripheral seating for (#)\_\_\_\_\_
- d.  banquet (round tables and chairs)
- e.  reception (scattered round tables and chairs)
- f.  head table for: \_\_\_\_\_
- g.  standing podium

Audio-Visual needed?  Yes  No *If yes, please indicate your needs here (e.g., projector and screen, wi-fi, flip chart)*  
 \_\_\_\_\_

Food or beverage?  Yes  No

*Please indicate whether or not you want to include any refreshments during your function (Instructions for ordering will be sent with your confirmation.)*

**Submit by September 7, 2018 to:** Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401  
**Fax to:** 802-865-8066 **Email to:** meg@delaneymeetingevent.com. **For questions call:** 802-865-5202