



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 74th 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 26th 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:
Email to: meg@delaneymeetingevent.com.
For questions, call: 802-448-9065



RELATED MEETING REQUEST FORM: DUE 09/01/2020

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.

1st Choice Date: Sun 10/25/20 Mon 10/26/20 Tues 10/27/20 Wed 10/28/20
 1st Choice Time (start & end): _____
 2nd Choice Date: Sun 10/25/20 Mon 10/26/20 Tues 10/27/20 Wed 10/28/20
 2nd 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 1, 2020 to: Delaney Meeting & Event Management;
Email: meg@delaneymeetingevent.com. **For questions, call:** 802-448-9065