

SAMPLE

ALA ANNUAL CONFERENCE MEETING SPACE REQUEST FORM

Chicago, Illinois ♦ July 6 - July 12, 2000

Submit one form for each meeting room requested.

Return top four (4) copies to Michelle Visel, Conference Services, ALA, 50 E. Huron St., Chicago, IL 60611

DEADLINES
PROGRAMS: OCT 22
MEETINGS: OCTOBER 29

PLEASE PRINT HARD OR TYPE

Date: _____ IS THIS FORM A CHANGE FROM A PREVIOUS FORM? (Circle Y or N) Y N

ALA Unit: _____ Section: _____ Cosponsors: _____

Committee: _____

Program? _____ Preconference? _____ Title: _____

Chairperson: _____ Daytime Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Person Responsible for Planning/Primary Contact (if other than above)

Name: _____ Daytime Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

AV EQUIPMENT: Give unit charge line if ordering after May 1: _____ - _____ - _____

- _____ Slide Projector (auto focus w/remote)
- _____ Overhead Projector (for transparencies)
- _____ Screens (appropriate for room size)
- _____ Flip chart with markers
- _____ Video Cassette Player w/Monitor (3/4" U-Matic: _____ 1/2" VHS: _____)
- _____ Video Cassette Player w/Projector (3/4" U-Matic: _____ 1/2" VHS: _____)
- _____ Projectionist/Operator (Time needed: from _____ to _____)
- _____ Other equipment (be specific): _____
- _____ Computer (Check here for computers. You will be sent another form on which you may specify computer needs.)
- _____ Computer Projector (Specify Type)
- _____ Actate Roll
- _____ Pointers (electric _____ wood _____)
- _____ Cassette player _____ recorder _____
- _____ Phone/data line (does not include internet provider)

CATERING UNIT CHARGE LINE FOR CATERING: _____ - _____ - _____

Coffee: _____ Breakfast: _____ Lunch: _____ Dinner: _____ Reception: _____ Circle one: Buffet Sit-Down

Contact (if other than above): _____ Daytime Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

s this meeting open or closed? (Circle one) Open Closed **Should meeting be listed in the conference program?** (Circle Y or N) Y N
(For Unofficial groups only)

NOTE: NO MEETINGS MAY BE SCHEDULED SATURDAY, 7/8, 5:30PM - 7:00PM (OPEN GENERAL SESSION), MONDAY, 7/10, 12:00PM - 1:00PM, (MEMBERSHIP II), & 4:00PM & 5:00PM (EXHIBITS NO CONFLICT), OR TUESDAY, 7/11, 12:30PM - 2:00PM (EXHIBITS NO CONFLICT).

Meeting Day and Date (Circle one):

Thurs 7/6	Fri 7/7	Sat 7/8	Sun 7/9	Mon 7/10	Tue 7/11
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Meeting Time (Circle one):

8:00 a.m. - 9:00 a.m.	8:00 a.m. - 11:00 a.m.	8:00 a.m. - 12:30 p.m.	8:00 a.m. - 5:30 p.m.
8:30 a.m. - 11:00 a.m.	8:30 a.m. - 12:30 p.m.	9:00 a.m. - 5:30 p.m.	9:30 a.m. - 11:00 a.m.
9:30 a.m. - 12:30 p.m.	11:30 a.m. - 12:30 p.m.	2:00 p.m. - 4:00 p.m.	2:00 p.m. - 5:30 p.m.
4:30 p.m. - 5:30 p.m.	8:00 p.m. - 10:00 p.m.		

Estimated Attendance: _____

Seating Arrangement (Circle one): Conference Classroom Rounds of 10 Audience
Combined Conference/Audience (number for each style: _____ Conference _____ Audience)

Number at head table: _____ **Podium?** (Circle one) Y N **# Microphones** (podium _____ table _____ floor _____ lavalier _____)

List any special requests or ADA requirements here: _____

FOR ALA USE ONLY

Assignment: _____

Bill Catering Charges: ALA MASTER ALA Group