# 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

## 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:**
- **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):

### 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:**

**Is 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 III, & 4:00PM & 5:00PM (EXHIBITS NO CONFLICT), OR TUESDAY, 7/11, 12:30PM - 2:00PM (EXHIBITS NO CONFLICT).

**Meeting Day and Date (Circle one):**

<table>
<thead>
<tr>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/6</td>
<td>7/7</td>
<td>7/8</td>
<td>7/9</td>
<td>7/10</td>
<td>7/11</td>
</tr>
</tbody>
</table>

**Meeting Time (Circle one):**

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

**Estimated Attendance:**

- Conference
- Classroom
- Rounds of 10
- Audience

**Seating Arrangement (Circle one):**

- Combined Conference/Audience (number for each style: ___ Conference ___ Audience)

**Number at head table:**

- Podium? (Circle one) Y N

**# Microphones (podium___ table___ floor___ lavaliere___)**

**List any special requests or ADA requirements here:**

**FOR ALA USE ONLY**

**Assignment:**

**Bill Catering Charges:** ALA MASTER ALA Group