



IEEE VisWeek 2010
 24-30 October
 The Grand America Salt Lake City, Utah

Meeting Request Form

The arrangements committee will make every effort to accommodate requests, however alternate dates/times may be required in the event of scheduling conflicts.

Event Name: _____
Requester: _____ **Email:** _____
Phone: _____ **Fax:** _____

Event Date: (indicate first & second choice)
 Sunday, 24 Oct. Wednesday, 27 Oct.
 Monday, 25 Oct. Thursday, 28 Oct.
 Tuesday, 26 Oct. Friday, 29 Oct.

Start Time: _____ **End Time:** _____

Location: HQ Hotel

Audio/Visual Requirements:	Quantity	Meeting Room Setup:	# People
Projection Screen(s)	_____	Theater (chairs only)	_____
Data Projector(s)	_____	Classroom (tables w/chairs)	_____
Wireless Microphone(s)	_____	Conference/Boardroom Table	_____
Table Microphone(s)	_____	Hollow Square	_____
Flip Chart(s) w/Markers	_____	"U" Shape	_____
Power Strip(s)	_____	Banquet, rounds of 8/10	_____
Other: _____			

Food/Beverage Requirements	Quantity	Start Time	End Time	Budget \$
Morning Break	_____	_____	_____	_____
Afternoon Break	_____	_____	_____	_____
Breakfast	_____	_____	_____	_____
Lunch	_____	_____	_____	_____
Dinner	_____	_____	_____	_____

Menu Suggestions/Additional Comments

If this is not a IEEE Computer Society--sponsored meeting, credit card information must be provided to guarantee meeting reservation. Credit cards will not be charged until after the event
 Actual meeting costs will be invoiced after the event.

Organizer Name _____
 Company _____
 Address _____
 City/State/Zip _____
 Country _____
 Phone _____ Fax _____
 Email _____
 Credit Card Number _____ Expiration Date _____
 Cardholder Name _____
 Signature _____

No cancellations or refunds within 14 days of meeting/event. Cancellations must be submitted in writing.

Send completed forms to: Attention Jessica Lotito via email: j.lotito@ieee.org OR fax: 732-465-6447