









Please fill out this form if you are interested in setting up your own meeting/event at the conference.
 Return to Christi Bergen at cbergen@woccu.org by 19 May 2017.
 If you require multiple meeting rooms, please fill out a form for each meeting.

GENERAL INFORMATION		
Person Requesting the meeting:		
Department/Committee/Organization Requesting Meeting:		
Email:		
Address:		
City:	State:	Zip:
Country:	Phone (including country code):	
BILLING INFORMATION <i>(This section must be completed in order for your request to be processed.)</i>		
Please provide an email address where the final invoice should be sent to: <i>*Any additional charges will be invoiced to the person requesting the meeting. World Council will not be liable for these costs.*</i>		

MEETING/EVENT INFORMATION						
Name of Meeting:					Date of Meeting:	
<i>(Please be specific. This information will appear on the signage outside of your meeting room).</i>						
Is this a public meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Closed Meeting						
On-site person responsible for meeting:						
Total # of participants:		Meeting Start time:		Meeting End time:		
Requested time that meeting room should be set-up:						
Room Set Up – Please select your room set-up. <i>If a special layout is needed, please attach a drawing.</i> Best fit and set-up preference will dictate the selection of rooms. Please note: rooms at the Convention Center might possibly remain set up for the entire day, due to labor issues. Note: There may be a room set charge and we cannot guarantee that your request will be doable.						
<input type="checkbox"/>  Conference	<input type="checkbox"/>  U-Shape	<input type="checkbox"/>  Classroom	<input type="checkbox"/>  Hollow Square	<input type="checkbox"/>  Theatre	<input type="checkbox"/>  Rounds of 6	<input type="checkbox"/> Other
					<input type="checkbox"/> Rounds of 10	_____
					<input type="checkbox"/> Rounds of _____	

AUDIO VISUAL AND FOOD & BEVERAGE NEEDS
 Once your event is approved by the World Council Meetings Department you will be given venue contact information for your logistical needs such as Audio Visual and Food & Beverage.

PRICING INFORMATION
 Depending on the time and size of your meeting there may be a room charge of up to €1,500 per day.

