



MEETING SPACE REQUEST & FUNCTION NOTIFICATION APPLICATION

INSTRUCTIONS:

To request the use of meeting space during the 2017 National Brownfields Training Conference or to notify the conference planners that your organization would like to hold an off-site function in conjunction with Brownfields 2017, please complete this form and submit it as listed below. Requests for space must be received by **August 14, 2017**. You will be notified in September if your request has been approved by the EPA and will receive your meeting room assignment in October. Please submit any questions and/or your request to:

Nancy Bennett, nancy.bennett@csra.com, (p) 248-513-3648

NOTE: All participants attending a function in conjunction with Brownfields 2017 are required to register for the conference and prominently display their conference badge at all events.

ORGANIZATION PROFILE

Planning and On-Site Contact Name:

Organization:

Address:

Telephone:

E-mail Address:

Does your organization have any current legal business in front of EPA? Yes No

Are you, or is your organization, a Federally Registered Lobbyist? Yes No

MEETING/FUNCTION PROFILE

Meeting/Function Title:

Purpose/Description of Meeting or Function (please limit to 50 words or less):

Open to All Conference Attendees: Yes No Invitation Only? Yes No

Functions that are "Open" to all conference attendees will be listed on conference signage and in the conference program guide if information is received prior to the program guide cut-off. "Invitation Only" functions will only be listed on the Affiliate Meeting Schedule.

Is there a fee in addition to the Conference Registration? Yes No

Preferred Date: *As it is important to ensure affiliate meetings do not take place at the same time as Conference educational programming and/or exhibits, the recommended dates and times are:*

Monday, December 4th (between the hours of 8:30 am – 3:00 pm and/or 5:30 – 8:00 pm)

Tuesday, December 5th (between the hours of 7:00 – 8:45 am, 12:45 – 1:45 pm and/or 6:00 – 10:00 pm)

Wednesday, December 6th (between the hours of 7:00 – 8:15 am, 12:30 – 1:30 pm, and/or 8:00 – 10:00 pm)

Thursday, December 7th (between the hours of 7:00 – 8:15 am and/or 1:00 – 4:00 pm)

Preferred Start and End Time:

Location: All meetings will take place at the David L. Lawrence Convention Center. Other:

FOOD AND BEVERAGE REQUEST

The David L. Lawrence Convention Center exclusive catering partner is Levy Restaurants. Information will be provided to organizations that require food and beverage, once their event has been approved. Organizations are responsible for ordering, paying for and/or cancelling catering services, if necessary. All catering arrangements, including the establishment of an account, should be made directly with the Levy contact.


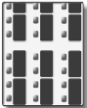
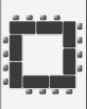


Do you require any food and beverage for your event? Yes No

Will EPA Grant funding be used to pay for food? Yes* No

**Any option including alcoholic beverages must use a cash bar.*

LOGISTICAL REQUIREMENTS REQUEST

All affiliate meeting rooms will be pre-set with a head table for (2) people with a standing lectern, except those set in a Hollow Square and/or Conference Style and complimentary WiFi. An assortment of meeting rooms styles will be available throughout the conference on a first requested, first assigned basis. In order to keep our costs to a minimum, these meeting rooms will be pre-set and remain in that standard set for the week. Any equipment or labor charges for revised room sets will be the responsibility of the organization.

	Estimated Attendance:	Theater Setup. Chairs are in rows facing the head table. Ideal for presentations and seminars.	
	Estimated Attendance:	Classroom Setup. Rows of tables with chairs facing the head table. Ideal for teaching, training and note taking.	
	Estimated Attendance:	Hollow Square Setup. Tables set in a square or rectangle with chairs placed outside of the table. Set for 40 people. Ideal for committee meetings, team building, brainstorming, discussions and working meals.	
	Estimated Attendance:	Conference Setup. Rectangle or oval shaped tables are set up with chairs on both sides and ends. Typically for up to 20 people. Ideal for committee meetings, conference/exchange, brainstorming and small group discussions.	
	Estimated Attendance:	Rounds Setup. Round tables arranged to maximize seating requirements. Typically 8-10 people are seated per table. Ideal for meal-centered events, encouraging business and socialization, brainstorming, team building and small group discussions.	

AUDIO VISUAL EQUIPMENT REQUEST

Other than complimentary WiFi in each meeting room, audio visual (AV) equipment will not be provided in the affiliate meeting rooms. If you require AV equipment, we will provide you with the contact information for our official AV supplier, AVHQ. Organizations are responsible for ordering, paying for, and/or cancelling audio visual equipment and/or services. All arrangements, including the establishment of an account, should be made directly with the AVHQ contact.

Do you require any audio visual equipment and/or services? Yes No