



Meeting Request Form

(Please complete ONE request form for EACH event requested)

PPC 2011 • June 19-24, 2011 • Hyatt Regency – McCormick Place • Chicago, Illinois

TWO WAYS TO SUBMIT YOUR EVENT REQUEST FORM

3 June 2011 Your Completed Event Request Form is due

E-MAIL
k.n.carr@ieee.org

FAX
 +1 732 465-6447

EVENT CONTACT INFORMATION

Requestor: _____

Daytime Phone: _____ **Fax:** _____ **E-mail:** _____

Onsite Contact: _____

An acknowledgement of your request will be sent directly to you by the IMS Conference Management Staff.

EVENT INFORMATION

Event Name: _____

Max Attendance: _____ **Event Date:** _____ **Start Time:** _____ **End Time:** _____

Sign Text: _____

Bill Meeting to: _____

MEETING ROOM SETUP

- Theater
 Classroom
 Conference
 "U" Shape
 Banquet Rounds
 Head table for ___ people
 Lectern
 Other: _____

AUDIO VISUAL REQUIREMENTS

- Wired Microphone (#___)
 Wireless Microphone (#___)
 Data Projector
 Screen
 Laser Pointer
 Flip Chart and Markers
 Other: _____

FOOD AND BEVERAGE

All meals and breaks will be chosen by the Conference Planner

Meal Description	Quantity	Start time	End Time	Budget	Comments
Breakfast					
Morning Break					
Lunch					
Afternoon Break					
Dinner					
Reception					
Bar Service					

ADDITIONAL COMMENTS
