

# Request For Small Group Meetings

61st Annual Southeast Fish & Wildlife Conference

October 20-24, 2007

Charleston, West Virginia

*Deadline: July 1, 2007 for inclusion in the registration materials; September 7 for inclusion in the final program*

This form should be used by Southeastern Association of Fish & Wildlife Agencies committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the conference. Space is limited.

**Organization/Agency:** \_\_\_\_\_

**Type of Activity:** \_\_\_ meeting \_\_\_ reception \_\_\_ breakfast \_\_\_ lunch \_\_\_ dinner

## MEETING ACCOMMODATIONS

**Note:** The plenary session is scheduled for Monday morning and concurrent technical sessions begin Monday afternoon and run through Wednesday at 12:00 noon. Associated meetings will not be scheduled during the general session or during full group social events.

**Preferred Date:**  Sat 10/20  Sun 10/21  Mon 10/22  Tues 10/23  Wed 10/24

**Duration:** \_\_\_\_\_ hrs. \_\_\_\_\_ mins. **Preferred Time:** \_\_\_\_\_ **Group Size:** \_\_\_\_\_

**Preferred Seating:** Note: Group size is limited with some seating arrangements.

theater (rows of chairs only)  classroom (rows of chairs and tables)  conference table/hollow square

banquet (round tables and chairs)  reception (scattered round tables and chairs)

**List any meetings/symposia with which you would prefer not to overlap.**

**Will you be ordering audio-visual equipment?**  no  yes (Instructions will be sent with your confirmation.)

**Will you be ordering food or beverages?**  no  yes (Instructions will be sent with your confirmation.)

Note: You are responsible for all audio-visual and food or beverage expenses you incur. If we have AV equipment from our inventory available at the time of your event, we may be able to lend it to you at no charge.

## PROGRAM INFORMATION

Please provide a concise description of how the meeting should be listed in the printed program.

**Title of Event:** \_\_\_\_\_

Please list as "by invitation only" in the program.  Please do not list the meeting in the program.

## CONTACT INFORMATION

**Name:** \_\_\_\_\_

**Your organization:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Send by September 7, 2007 to:** Cindy Delaney, Delaney Meeting & Event Management, 1 Mill Street #301, Burlington, VT 05401; tel: (802) 865-5202; fax: (802) 865-8066; email: cindy@delaneymeetingevent.com