



MLA '05 Informal Meeting Space Application

General Information

- MLA has allocated blocks of time during MLA '05 for informal meetings and events to avoid conflicts with official MLA programs or events. Unfortunately, requests outside these timeframes cannot be accommodated.
- MLA contractually controls all hotel and convention center meeting space during the annual meeting. All calls to the hotel or convention center will be directed to MLA for approval and assignment.
- Your informal meeting can be listed in the *Official Program* if your request is received before **February 28, 2005**. Requests after that date will either be listed in the *Official Program* or the addendum page.
- Meeting space confirmations and additional information will be emailed to the main contacts beginning **February 13, 2005**.
- Space is assigned on a first-come, first-served basis. We will do our best to accommodate your chosen time; however, please indicate a second choice in case your first preference is not available.
- Meeting space availability is limited. Please submit requests early.
- Complete one form per function. Duplicate this form as necessary.

Approved Informal Meeting Times

Monday, May 16, 7:00 a.m.–9:00 a.m.
 Tuesday, May 17, 7:00 a.m.–9:00 a.m.

Wednesday, May 18, 7:00 a.m.–9:00 a.m. and 12:30 p.m.–2:30 p.m.
 Thursday, May 19, 7:00 a.m.–9:00 a.m.

Pricing Information

Type of Event:	Cost:
MLA section, chapters, and SIGs	Up to two informal meetings at no charge, additional meetings are \$100 per meeting
Affiliate, non-MLA, or other nonprofit groups	\$200 per meeting
Exhibitors, commercial groups, or other not listed above (<i>Note: Sunrise Seminar requests should use the Sunrise Seminar application.</i>)	\$500 per meeting

Room Set-up Information

Please provide as much preliminary meeting information as possible, so the appropriate size room can be assigned to you. To best use the limited space available, the suggested seating and room sets below will be used in the event that a room set style is not indicated. Other room sets styles are available upon request and will be accommodated if possible. Because the rooms are used for multiple meetings throughout the day, the room you receive may be slightly larger than you need but never smaller.

Number of Attendees

2–20 people
 21–35 people
 35+ people

Suggested Room Set

Conference style (chairs around a long table)
 Hollow square or U-shape (chairs around a square table with square space in center)
 Theater style (chairs only with head table)

Communication and Confirmation of Meeting Services and Needs

Confirmations will begin **February 13, 2005**.

For MLA sections, chapters, SIGs, and committees only: All arrangements and details will be confirmed with the event contact person by Brenda Dreier, conference director, who will act as the liaison with the hotel for all details. If you do not receive a confirmation, contact Brenda Dreier.

For affiliate/non-MLA, exhibitor, and commercial functions: After space is assigned and confirmed with the event contact person, all arrangements and payment for services (audiovisual equipment, food or beverage service, etc.) should be made directly with MLA's contracted suppliers. Supplier contact names and telephone numbers will be provided to the event contact upon confirmation.

Questions? Please email Brenda Dreier, conference director, at bdreier@heieexpo.com or call 630.929.7934 with any questions about your request, space assignment, or confirmation information.

Fax or mail completed form to:

Brenda Dreier, Hall-Erickson, Inc., 98 E. Naperville Rd., Westmont, IL 60559; fax, 630.929.8934 (bdreier@heieexpo.com)



MLA '05 Informal Meeting Space Application

Form submission deadline: **Monday, February 28, 2005 (for inclusion in Official Program)**

➤ Complete one form for each meeting needed.

Contact Information

Name: _____ Phone: _____

Company: _____ Email: _____

Group requesting space: _____

Function Information

Official function name: _____

The above name will be used in all correspondence and in any subsequent listings.

Indicate first and second choice of date and time:

<input type="checkbox"/> Other: _____ Start: _____ End: _____	<input type="checkbox"/> Wednesday, May 18, 2005 Start: <u>12:30 p.m.</u> End: <u>2:30 p.m.</u>
<input type="checkbox"/> Monday, May 16, 2005 Start: <u>7 a.m.</u> End: <u>9 a.m.</u>	<input type="checkbox"/> Thursday, May 19, 2005 Start: <u>7 a.m.</u> End: <u>9 a.m.</u>
<input type="checkbox"/> Tuesday, May 17, 2005 Start: <u>7 a.m.</u> End: <u>9 a.m.</u>	<input type="checkbox"/> Other: _____ Start: _____ End: _____
<input type="checkbox"/> Wednesday, May 18, 2005 Start: <u>7 a.m.</u> End: <u>9 a.m.</u>	

Function is: Invitation only Open to all

Onsite/Official Program promotion: Post Do not post

Online Itinerary Builder promotion: Post Do not post

Meeting Room Requirements

Room Set Ups:

- Banquet rounds (10 people per round table)
- Conference (20 maximum chairs around one solid table)
- Classroom (lecture-style with tables in front of the chairs)
- Other: _____
- Reception (limited seating)
- Hollow square (35 max around tables arranged in a square)
- Theater (lecture-style, no tables)

Expected attendance: _____

Other requirements:

- Podium
- Head table for _____ people
- Table for material (quantity: __)
- Other: _____

Payment Information (See guidelines—n/a for MLA staff)

Amount due: \$ _____

- Check/money order enclosed (payable to Medical Library Association)
- Credit card payment: Circle: VISA / MC / AMEX

Card #: _____ Expires: _____ Cardholder's name: _____

Signature: _____

For MLA sections, chapters, SIGs, and committees ONLY:

Audiovisual Equipment Required (Screens Included): <input type="checkbox"/> Bringing own PC <input type="checkbox"/> Need to rent PC <input type="checkbox"/> Headtable microphone(s): quantity: _____ <input type="checkbox"/> Floor microphone(s): quantity: _____ <input type="checkbox"/> Wired lapel microphone(s) quantity: _____ <input type="checkbox"/> Podium microphone <input type="checkbox"/> Overhead projector <input type="checkbox"/> LCD projector <input type="checkbox"/> Flipchart with markers <input type="checkbox"/> VCR & monitor <input type="checkbox"/> Internet via phone line <input type="checkbox"/> High-speed Internet <input type="checkbox"/> Other: _____	Catering Requirements: Exact service time: _____ <input type="checkbox"/> Continental breakfast <input type="checkbox"/> Buffet breakfast <input type="checkbox"/> Plated breakfast <input type="checkbox"/> Beverage/snack break <input type="checkbox"/> Buffet luncheon <input type="checkbox"/> Plated luncheon <input type="checkbox"/> Box lunch <input type="checkbox"/> Buffet dinner <input type="checkbox"/> Plated dinner <input type="checkbox"/> Reception <input type="checkbox"/> Cash bar <input type="checkbox"/> Open bar <input type="checkbox"/> Other: _____ Budget: _____
--	---

Fax or mail completed form to:

Brenda Dreier, Hall-Erickson, Inc., 98 E. Naperville Rd., Westmont, IL 60559; fax, 630.929.8934 (bdreier@heiexpo.com)