

# MLA '06 Meeting Space Application



## General Information

- MLA has allocated blocks of time during MLA '06 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 meeting can be listed in the *Official Program* if your request is received before **February 28, 2006**. 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, 2006**.
- 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 choice is not available.
- Meeting space availability is limited. Please submit requests early.
- Complete one form per function. Duplicate this form as necessary.

## Approved Section Business Meeting Times

Sunday, May 21	Monday, May 22	Tuesday, May 23	Wednesday, May 24
7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.
4:30 p.m.–6:00 p.m.	4:30 p.m.–6:00 p.m.	4:30 p.m.–6:00 p.m.	

## Approved SIG and Informal Meeting Times

Sunday, May 21	Monday, May 22	Tuesday, May 23	Wednesday, May 24
7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.	7:00 a.m.–9:00 a.m.
3:30 p.m.–4:30 p.m.	3:30 p.m.–4:30 p.m.	11:30 a.m.–12:30 p.m.	
	6:00 p.m.–8:00 p.m.	4:30 p.m.–6:00 p.m.	

## Pricing Information

Type of Event	Cost
MLA sections, chapters, and SIGs	Up to 2 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: requests for Sunrise Seminar and Technology Showcase should be submitted with the appropriate 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 available space, the suggested seating and room set-ups below will be used in the event that a room set-up style is not indicated. Other room set-up styles are available on 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-up

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, 2006**.

*For MLA sections, chapters, SIGs, and committees only:* All arrangements and details will be confirmed with the event contact person by Brenda Dreier, conference manager, who will act as the liaison with the hotel for all details.

*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 manager, at [brenda@indigoevent.com](mailto:brenda@indigoevent.com) or call 773.506.6513 with any questions about your request, space assignment, or confirmation information.

**Fax or mail completed form to:**

Brenda Dreier, Indigo Event Management, 5315 N. Clark Street, Suite 623, Chicago, IL 60640; fax, 773.409.5022  
([brenda@indigoevent.com](mailto:brenda@indigoevent.com))

# MLA '06 Meeting Space Application

Form submission deadline: **Monday, February 28, 2006 (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.*

Meeting type:

- Section business       SIG meeting       MLA committee meeting       Exhibitor informal meeting  
 Section informal meeting       MLA chapter informal       Affiliate/nonprofit informal

Indicate first and second choice of date and time:

Section Business		SIGs and Informal Meetings	
Sunday, May 21, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 4:30 p.m.–6:00 p.m.	Sunday, May 21, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 3:30 p.m.–4:30 p.m.
Monday, May 22, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 4:30 p.m.–6:00 p.m.	Monday, May 22, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 3:30 p.m.–4:30 p.m. <input type="checkbox"/> 6:00 p.m.–8:00 p.m.
Tuesday, May 23, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 4:30 p.m.–6:00 p.m.	Tuesday, May 23, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m. <input type="checkbox"/> 11:30 a.m.–12:30 p.m. <input type="checkbox"/> 4:30 p.m.–6:00 p.m.
Wednesday, May 24, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m.	Wednesday, May 24, 2006	<input type="checkbox"/> 7:00 a.m.–9:00 a.m.

- Function is:  Invitation only       Open to all      Onsite/Official Program promotion:  Post       Do not post  
 Hotel reader boards 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)       Reception (limited seating)  
 Conference (20 maximum chairs around one solid table)       Hollow square (35 max around tables arranged in a square)  
 Classroom (lecture-style with tables in front of the chairs)       Theater (lecture-style, no tables)  
 Other: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Other requirements:

- Podium       Head table for \_\_\_\_ people       Table for material (quantity: \_\_)       Other: \_\_\_\_\_

## Payment Information (See guidelines)

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:**

<b>Audiovisual Equipment Required (Screens Included):</b> <input type="checkbox"/> Microphone (list type and quantity): _____ <input type="checkbox"/> LCD projector <input type="checkbox"/> VCR and monitor <input type="checkbox"/> Flipchart with markers <input type="checkbox"/> Internet <input type="checkbox"/> Other: _____	<b>Catering Requirements:</b> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Beverage/snack break <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Other: _____ Budget: _____
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