

Meeting Space Request Form

General Information

- MLA has allocated blocks of time during MLA '08 for informal meetings and events to avoid conflicts with official MLA programs or events. Unfortunately, requests outside these timeframes cannot be accommodated.
- All hotel meeting space is contractually controlled by MLA during the annual meeting. All calls to the hotel 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 25, 2008**. Requests after that date will either be listed in the *Official Program* or the addendum page.
- 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 Meeting Times

Please see the form for the approved times.

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 & Technology Showcase requests should use the appropriate application.)</i>	\$600 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 11, 2008

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.

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.

Cancellation Policy: Meeting space cancellations are eligible for a full refund, less a \$50 processing fee.

Questions? Please email Brenda Dreier, conference director, at brenda@indigoevent.com or call 773.506.6513 with any questions.

Form submission deadline: **Monday, February 25, 2008 (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/Non-profit Informal

Indicate first and second choice of date and time:

Section Business		SIGs and Informal Meetings	
Sunday, May 18, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m. <input type="checkbox"/> 4:30 p.m.,-6:00 p.m.	Sunday, May 18, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m. <input type="checkbox"/> 3:30 p.m.,-4:30 p.m.*
Monday, May 19, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m. <input type="checkbox"/> 4:30 p.m.,-6:00 p.m.	Monday, May 19, 2008	<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 20, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m. <input type="checkbox"/> 4:30 p.m.,-6:00 p.m.	Tuesday, May 20, 2008	<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 21, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m.	Wednesday, May 21, 2008	<input type="checkbox"/> 7:00 a.m.,-9:00 a.m.

* During Poster Presentations

- Function is: Invitation only Open to all Onsite/Official Program promotion: Post Do not post
Hotel to post on reader boards: 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:

Audiovisual Equipment Required (Screens Included):

- Microphone-list type & quantity: _____
 LCD projector VCR & monitor
 Flipchart with markers Internet
 Other: _____

Catering Requirements:

- Breakfast Lunch
 Beverage/snack break Dinner
 Reception Other: _____
Budget: _____

Fax or mail completed form to:

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