MEETING FUNCTION REQUEST FORM

SITC 2012 Annual Meeting & Associated Programs
Bethesda North Marriott Hotel & Conference Center
October 24 – 28, 2012
North Bethesda, MD

Affiliate Group Information

Request Submitted By: _____   Submitted on Date: _____

Contact Name: _____   Phone: _____

Organization: _____

Address: _____

Email: _____

General Event Details

Event Title: _____

Event Type (Educ. Session, Advisory Board Meeting, Reception, etc.): _____

Requested Day and Date: _____

Actual Event Time (Begin): _____   Actual Event Time (End): _____

Estimated Number in Attendance: _____

Is this an invitation only event?   Yes (invitation list attached)   No, open to public

Function Post As: _____   ☐ Do Not Post Function

Room Set-Up

☐ Conference table style   ☐ Hollow square   ☐ U-shaped (outside seating)
☐ Reception (mix of cocktail rounds, no chairs)
☐ Theater style   ☐ Classroom/School Room style
☐ Rounds: Qty:_____ 60" tables (set for 8 people each) Qty:_____ 72" tables (set for 10 people each)
☐ Head table set for (# people): _____   ☐ Easel outside entrance for sign
☐ Pads/pens (if no charge)   ☐ Coat rack   ☐ Water services   ☐ Other: _____

Audio/Visual

☐ Standing podium   ☐ Table top podium   ☐ LCD/Computer projection panel   ☐ Laptop PC   ☐ Laptop Mac
☐ Microphones: _____ Podium   _____ Aisle/Standing   _____ Cordless   _____ Lavaliere
☐ Screen   Size: _____   Type: _____   ☐ Rear projection setup w/dress kit
☐ Laser pointer   ☐ Flip chart w/assorted markers   ☐ Other: _____

Rates are $50 per hour for events held for 20 people or less; 20+ people is $100 per hour.

☐ VISA ☐ MasterCard ☐ American Express

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____