

# Meeting Request Form

(Please complete ONE request form for EACH event requested)



IEEE PPS 2013 • June 16-21, 2013 • Hyatt Regency San Francisco • San Francisco, California

## TWO WAYS TO SUBMIT YOUR EVENT REQUEST FORM

5 April 2013 Your Completed Event Request Form is due

**E-MAIL**  
[l.lelong@ieee.org](mailto:l.lelong@ieee.org)

**FAX**  
+1 732 465 6447

## EVENT CONTACT INFORMATION

**Requestor:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Onsite Contact:** \_\_\_\_\_

An acknowledgement of your request will be sent directly to you by the ICOPS/SOFE Conference Management Staff.

## EVENT INFORMATION

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

**Max Attendance:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Sign Text:** \_\_\_\_\_

## MEETING ROOM SETUP

Theater     Classroom     Conference     "U" Shape     Banquet Rounds

Head table for \_\_\_ people     Lectern     Other: \_\_\_\_\_

## AUDIO VISUAL REQUIREMENTS

Wired Microphone (#\_\_\_)     Wireless Microphone (#\_\_\_)     Data Projector     Screen     Laser Pointer

Flip Chart and Markers     Other: \_\_\_\_\_

## FOOD AND BEVERAGE

All meals and breaks will be chosen by the Conference Planner and submitted for your review and approval.

Meal Description	Quantity	Start time	End Time	Budget	Comments
Breakfast					
Morning Break					
Lunch					
Afternoon Break					
Dinner					
Reception					
Bar Service					

## ADDITIONAL COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_