



## RELATED MEETING REQUEST INSTRUCTIONS

- ♦ **Related meeting requests are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the 80<sup>th</sup> Midwest Fish & Wildlife Conference.**
- ♦ Please use the enclosed form and provide all of the requested information; especially identifying meetings that shouldn't overlap.
- ♦ Requests for meeting space will be handled in the order they are received. First choice options for date and time may not always be possible. Please indicate a "second choice" in the space provided on the form.
- ♦ The **Plenary Session** is scheduled for **Monday, January 27th from 8:00 a.m. – 12:00 p.m.** Related meetings will not be scheduled during this time.
- ♦ We will be placing most meetings in permanently set rooms, to minimize hasty and disruptive turnovers, so meetings might be somewhat overset.
- ♦ Every effort will be made to accommodate all meeting/function setups as requested, but priority will be given to meetings and functions requested by the deadline.
- ♦ The schedule-at-a-glance and program information will be available at [www.midwestfw.org](http://www.midwestfw.org). Updates will be made on a regular basis.
- ♦ Specific room assignments for related meetings and other functions will not be assigned or published until closer to the event date. A detailed printed program will be available onsite.
- ♦ Specific arrangements for any events involving food and beverage are to be coordinated directly with the hotel. Information regarding menus, a/v, and set-up needs will be sent with a confirmation.
- ♦ Please also note that **all related meeting participants must pre-register** for the Conference, which will be available online via the website, starting in October. Please inform all meeting/function members of this policy.
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:  
**Email to:** [meg@delaneymeetingevent.com](mailto:meg@delaneymeetingevent.com).  
**For questions, call:** 802-865-5202



**RELATED MEETING REQUEST FORM: DUE 10/01/2019**

**1. CONTACT INFORMATION:**

Contact Person: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Name and email of person in charge of the details for meeting or function:  
 (if different than contact person above) \_\_\_\_\_

**2. PROGRAM INFORMATION:**

**Name of Meeting** (as it should appear in the published program):

\_\_\_\_\_

\_\_\_ Please list as **"by invitation only"** in the program.  
 \_\_\_ Please **DO NOT** list the meeting in the printed or online program.

**1<sup>st</sup> Choice Date:** \_\_\_ Sun 1/26 \_\_\_ Mon 1/27 \_\_\_ Tues 1/28 \_\_\_ Wed 1/29

**1<sup>st</sup> Choice Time (start & end):** \_\_\_\_\_

**2<sup>nd</sup> Choice Date:** \_\_\_ Sun 1/26 \_\_\_ Mon 1/27 \_\_\_ Tues 1/28 \_\_\_ Wed 1/29

**2<sup>nd</sup> Choice Time (start & end):** \_\_\_\_\_

**List any meetings with which you would prefer not to overlap or must not conflict:**

\_\_\_\_\_

**3. SET UP INFORMATION:**

**Estimated Group Size:** \_\_\_\_\_

**Preferred Seating:** Note: Group size is limited with some seating arrangements.

- a. \_\_\_ theater (rows of chairs only)
- b. \_\_\_ conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
- c. \_\_\_ U-shape with opening for A/V (#)\_\_\_\_\_ people at table, with peripheral seating for (#)\_\_\_\_\_
- d. \_\_\_ banquet (round tables and chairs)
- e. \_\_\_ reception (scattered round tables and chairs)
- f. \_\_\_ head table for: \_\_\_\_\_
- g. \_\_\_ standing podium

**Audio-Visual needed?** \_\_\_ Yes \_\_\_ No *If yes, please indicate your needs here (e.g., projector and screen, wi-fi, flip chart)*

**Food or beverage?** \_\_\_ Yes \_\_\_ No

*Please indicate whether or not you want to include any refreshments during your function (Pricing and Instructions for ordering will be sent with your confirmation.)*

**Submit by October 1, 2019 to:** Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401  
**Email to:** meg@delaneymeetingevent.com. **For questions call:** 802-865-5202