



## 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 81<sup>st</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 Sessions** will be held on **Monday, February 1<sup>st</sup>, from 8:00 a.m. – 10:00 a.m. and on Tuesday, February 2, from 8:00 a.m. – 10:00 a.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:** [info@delaneymeetingevent.com](mailto:info@delaneymeetingevent.com).  
**For questions, call:** 802-865-5202