



RELATED MEETING REQUEST INSTRUCTIONS

- ❖ Meeting room space is limited; *requests for meeting space will be handled in the order they are received*. If other meetings that must be avoided are identified, please indicate at least one alternative meeting date. Also, avoidance of conflicts cannot be assured for meetings requested after **May 17th**. We will be placing most meetings in permanently set rooms, to minimize hasty and disruptive turnovers, so most meetings will 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 May 17th.
- ❖ The initial schedule-at-a-glance and program information is available at https://www.wafwa.org/events/summer_meeting/program/ Updates will be made on an ongoing 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.
- ❖ For receptions and other food and beverage functions, please use the attached form to reserve space. Specific logistical arrangements, including room set-up and 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 April. Please inform all meeting/function members of this policy.
- ❖ Western Association of Fish and Wildlife Agency Committee Meetings will be scheduled by Cindy Delaney via the Association staff. Questions or concerns should be directed to Cindy at cindy@delaneymeetingevent.com or 802-865-5202.
- ❖ Please respond to this notice on related meetings **by May 17th** if you are planning a meeting, reception or other event.
- ❖ Delaney Meeting & Event Management will be coordinating the schedule:
Email to: info@delaneymeetingevent.com
For questions, call: (802) 865-5202



RELATED MEETING REQUEST FORM

This form should be used by committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the conference. Space is limited.

Note: Plenary and special sessions are scheduled for Monday, July 15th from 8:00 a.m. – 12:00 p.m. Related meetings will not be scheduled during these times.

CONTACT INFORMATION:

Contact Person: Primary: _____

Organization: _____

Mailing address: _____ City, State Zip: _____

Phone #: _____ E-mail address: _____

Name and email of person in charge of the details for meeting or function:
(if different than contact person above)

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 program.

Type of Activity: ___ meeting ___reception ___breakfast ___lunch ___dinner

Preferred Date: Thurs 7/11 Fri 7/12 Sat 7/13 Sun 7/14 Mon 7/15 Tues 7/16 Wed 7/17

Preferred Time: _____

2nd Choice: Thurs 7/11 Fri 7/12 Sat 7/13 Sun 7/14 Mon 7/15 Tues 7/16 Wed 7/17

2nd Choice Time: _____

Duration: _____ **Group Size:** _____

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

a. theater (rows of chairs only) ___with standing podium ___with head table for: _____

b. conference table hollow square U-shape (#) _____ people, with peripheral seating for (#) _____

c. banquet (round tables and chairs)

d. reception (scattered round tables and chairs)

List any meetings/symposia with which you would prefer not to overlap:

Will you be ordering audio-visual equipment? no yes (Instructions will be sent with your confirmation.)

Will you be ordering food or beverages? no yes (Instructions will be sent with your confirmation.)

Send by MAY 17, 2019 to: Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401;

Email to: info@delaneymeetingevent.com

For questions, call: (802) 865-5202