

## Conference Information Form

\*\*This is an information gathering form to begin the process of conference planning. Discussions with staff will be necessary to fully plan the event.\*\*      **PLEASE SUBMIT COMPLETED FORM TO GLENDA MCGAUGHEY**

Conference Title: \_\_\_\_\_

Sponsor / Organizer: \_\_\_\_\_

Date(s): \_\_\_\_\_

Funding: \_\_\_\_\_

Budget \$ expectations: \_\_\_\_\_

\_\_\_\_\_

Website address: \_\_\_\_\_

Approximate # of participants expected: \_\_\_\_\_

How many hotel rooms will be needed? \_\_\_\_\_

Will travel reimbursement be provided? \_\_\_\_\_

Number of meeting rooms required per day, how will they be used, what equipment is needed in each: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are arrangements needed for coffee breaks? If yes, how many breaks, what is expected? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are meals being provided and if yes, how many and what type (sit down, on their own, catered, etc.): \_\_\_\_\_

\_\_\_\_\_

Will there be visitors needing office space? If yes, how many visitors and for how long? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date this form submitted: \_\_\_\_\_

Signed: \_\_\_\_\_