



The Northeast Association of Fish and Wildlife Agencies'  
66<sup>th</sup> Annual Conference  
Sunday, April 25 - Tuesday, April 27, 2010  
Marriott Boston Newton ♦ Newton, Massachusetts

*Climate Change and Wildlife Conservation - Adaptation and Mitigation*

## Request For Small Group Meetings

This form should be used by Northeast Association of Fish & Wildlife Agencies 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:** The plenary session is scheduled for Monday morning and concurrent sessions begin Monday afternoon and run through Tuesday. Associated meetings will not be scheduled during the general session or during full group social events.

**Organization/Agency:** \_\_\_\_\_

**Type of Activity:** \_\_\_ meeting \_\_\_reception \_\_\_breakfast \_\_\_lunch \_\_\_dinner

### MEETING ACCOMMODATIONS:

1. **Preferred Date:** \_\_\_Sun 4/25 \_\_\_Mon 4/26 \_\_\_Tues 4/27
2. **Preferred Time:** \_\_\_\_\_ **Group Size:** \_\_\_\_\_
3. **Preferred Seating:** Note: Group size is limited with some seating arrangements.  
\_\_\_theater (rows of chairs only) \_\_\_classroom (rows of chairs and tables) \_\_\_conference table/hollow square  
\_\_\_banquet (round tables and chairs) \_\_\_reception (scattered round tables and chairs)
4. **List any meetings/symposia with which you would prefer not to overlap.**  
\_\_\_\_\_
5. **Will you be ordering audio-visual equipment?** \_\_\_no \_\_\_yes (Instructions will be sent with your confirmation.)
6. **Will you be ordering food or beverages?** \_\_\_no \_\_\_yes (Instructions will be sent with your confirmation.)  
Note: You are responsible for all audio-visual and food or beverage expenses you incur.

### PROGRAM INFORMATION:

Please provide a concise title for how the meeting should be listed in the printed program.

**Title of Event:** \_\_\_\_\_

\_\_\_Please list as "by invitation only" in the program. \_\_\_Please do not list the meeting in the program.

### CONTACT INFORMATION:

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Ph:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City State Zip:** \_\_\_\_\_

### SEND BY JANUARY 15, 2010 TO:

Cindy Delaney, Delaney Meeting & Event Management, 1 Mill Street #301, Burlington, VT 05401; Ph: (802) 865-5202;  
Fax: (802) 865-8066; email: cindy@delaneymeetingevent.com