



68th Annual

Northeast Fish & Wildlife Conference

Sunday, April 15–Tuesday April 17, 2012

Charleston Marriott Town Center/Charleston, West Virginia



Celebrating 75 Years of Success: A Partnership of America's Fish and Wildlife

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.

CONTACT INFORMATION:

Contact Person: _____

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

MEETING DETAILS:

1. Preferred Date: ___ Sun 4/15 ___ Mon 4/16 ___ Tues 4/17

2. Preferred Time: _____ Group Size: _____

3. 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)

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.

SEND BY MARCH 1, 2012 TO:

Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401; Ph: (802) 865-5202;
Fax: (802) 865-8066; email: cindy@delaneymeetingevent.com