



## 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 74<sup>th</sup> Annual Northeast Fish & Wildlife Conference.**
- ♦ Please use the enclosed form and provide all of the requested information; especially identifying meetings that shouldn't overlap.
- ♦ Meeting room space is limited; ***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 Session is scheduled for Monday, April 16th from 8:00 – 12:00 p.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.
- ♦ Program information will be available at [www.neafwa.org](http://www.neafwa.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 December. Please inform all meeting/function members of this policy.
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:  
**Fax to:** 802-865-8066  
**Email to:** [kcaron@delaneymeetingevent.com](mailto:kcaron@delaneymeetingevent.com)  
**For questions, call:** 802-865-5202



**THE 74<sup>th</sup> ANNUAL NORTHEAST FISH & WILDLIFE CONFERENCE**  
Sunday, April 15 – Wednesday, April 18, 2018  
Hilton Burlington | Burlington, Vermont

**RELATED MEETING REQUEST FORM: DUE 12/20/2017**

**1. CONTACT INFORMATION:**

Contact Person: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Name and email of person in charge of the details for meeting or function:  
(if different than contact person above) \_\_\_\_\_

**2. 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 printed or online program.

**Type of Activity:** \_\_\_ meeting \_\_\_ reception \_\_\_ breakfast \_\_\_ lunch \_\_\_ dinner

**1<sup>st</sup> Choice Date:**  Sun 4/15  Mon 4/16  Tues 4/17  Wed 4/18

**1<sup>st</sup> Choice Time (start/end):** \_\_\_\_\_

**2<sup>nd</sup> Choice Date:**  Sun 4/15  Mon 4/16  Tues 4/17  Wed 4/18

**2<sup>nd</sup> Choice Time (start/end):** \_\_\_\_\_

**List any meetings with which you would prefer not to overlap or must not conflict:**  
\_\_\_\_\_

**3. SET UP INFORMATION:**

**Estimated Group Size:** \_\_\_\_\_

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

- a.  theater (rows of chairs only)
- b.  conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
- c.  U-shape (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
- d.  banquet (round tables and chairs)
- e.  reception (scattered round tables and chairs)
- f.  head table for: \_\_\_\_\_
- g.  standing podium

**Audio-Visual needed?**  Yes  No *If yes, please indicate your needs here (e.g., projector and screen, wi-fi, flip chart)*  
\_\_\_\_\_

**Food or beverage?**  Yes  No

*Please indicate whether or not you want to include any refreshments during your function (Instructions for ordering will be sent with your confirmation.)*

**Submit by December 20, 2017 to:** Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401  
**Fax to:** 802-865-8066 **Email to:** kcaron@delaneymeetingevent.com. **For questions call:** 802-865-5202