

**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 76th Annual SEAFWA Conference**.

**Please note: we are planning for a fully in person conference at this time and cannot guarantee that virtual options will be available.**

* Please use this form and provide all of the requested information; especially identifying meetings that shouldn’t overlap.
* 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, October 24th from 8:00 a.m. – 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.
* The schedule-at-a-glance and program information is available at <https://seafwa.org/conference/2022> 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.
* 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 mid-August. Please inform all meeting/function members of this policy.
* Delaney Meeting & Event Management will be coordinating the schedule:

**Email to**: meg@delaneymeetingevent.com.

 **For questions**, **call:** 802-448-9065

**Related Meeting Request FORM: Due 09/09/2022**

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*

1. **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.

**1st Choice Date:** \_\_\_\_Sun 10/23/2022 \_\_\_\_Mon 10/24/22 \_\_\_\_Tues 10/25/22 \_\_\_\_Wed 10/26/22

**1st Choice Time (start & end):** \_\_\_\_\_\_\_\_\_\_

**2nd Choice Date:** \_\_\_\_Sun 10/23/2022 \_\_\_\_Mon 10/24/22 \_\_\_\_Tues 10/25/22 \_\_\_\_Wed 10/26/22

**2nd Choice Time** **(start & end):** \_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **SET UP INFORMATION:**

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

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

1. \_\_\_ theater (rows of chairs only)
2. \_\_\_ conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
3. \_\_\_ U-shape with opening for A/V (#)\_\_\_\_\_ people at table, with peripheral seating for (#)\_\_\_\_\_
4. \_\_\_banquet (round tables and chairs)
5. \_\_\_ reception (scattered round tables and chairs)
6. \_\_\_ head table for: \_\_\_\_\_\_
7. \_\_\_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 September 9, 2022 to:** Delaney Meeting & Event Management;

**Email**: meg@delaneymeetingevent.com. **For questions**, **call:** 802-448-9065