



## 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 78th Annual SEAFWA Conference.**

- ◆ Please use this form and provide all 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 14<sup>th</sup> 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/2024> 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 Event Management will be coordinating the schedule:  
**Email to:** [meg@delaneymeetingevent.com](mailto:meg@delaneymeetingevent.com).  
**For questions, call:** 802-448-9065