**ASEEES 51st Annual Convention**

San Francisco, CA • Saturday, November 23 to Tuesday, November 26, 2019

Please email proposal to: aseees.convention@pitt.edu DO NOT mail or fax the form.

**MEETING ROOM REQUEST FORM FOR AFFILIATE ORGANIZATIONS**

**The proposal must be typed in mixed case (Do not type in all caps or all lower case).**

**No hand-written proposals will be accepted.**

Each affiliate organization is allowed only ONE meeting at the convention.

This form must be submitted by the deadline to reserve meeting space. Meeting room requests will not be accepted after the deadline.

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| **Name of Affiliate Organization**  |   |
| **Name of Meeting Organizer** |  |
| **Phone** |  |
| **Fax** |  |
| **Email** |  |
| **Est. Attendance** |  |
| **Scheduling Requests**  | (Please note here any special factors that affect scheduling of your meeting and any known conflicts with proposed panels or roundtables. ASEEES cannot guarantee that all scheduling concerns will be met.) |
| **A/V Requests** | (Please note: A/V is generally not available for meetings; if your meeting requires A/V, we will make an effort to schedule it in a room where A/V is available). |
| **List up to three (3) meeting moderators.**(This is for scheduling purposes only. Their names will not appear in the convention program.) |
| **Moderator Name**  |  |
|  E-mail Address |  |
| **Moderator Name** |  |
|  E-mail Address |  |
| **Moderator Name** |  |
|  E-mail Address |  |