



FUNCTION SPACE REQUEST FORM
SIIM 2010 Annual Meeting
June 3-6, 2010 \* Minneapolis

DEADLINE: APRIL 16, 2010

Use this form to request function space for staff and/or company sales meetings at the SIIM 2010 Annual Meeting. Please submit one request form for each function. All meetings must be scheduled within the allotted times listed below. SIIM will accommodate requests based on space availability and date of submission. Function space requests cannot be assigned without SIIM approval. Please do not contact the hotels or convention center directly regarding pending requests. SIIM reserves the right to refuse requests for functions for any reason.

COMPANY \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT INFORMATION

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

FUNCTION INFORMATION

Name of Function \_\_\_\_\_

Function's Purpose \_\_\_\_\_

Function Date \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

FUNCTION TYPE

Meeting Breakfast Lunch Dinner Other \_\_\_\_\_

SET-UP REQUIREMENTS

- Conference Style Classroom U-Shaped Theater Rounds
Head table for Standing Lectern Table Top Lectern Other
Audio visual equipment is needed. Audio visual equipment is not needed.

I hereby acknowledge the requested meeting is for the purpose of scheduling a staff, board, and/or committee meeting, and does not conflict with the Corporate-Sponsored Event guidelines.

Signature of Official Contact \_\_\_\_\_ Date \_\_\_\_\_

Table with 2 columns: Date, Time. Title: Approved Dates & Times for Function Spaces Requests. Rows: Tues., June 1 All Day; Wed., June 2 All Day; Thurs., June 3 6:00 am-8:00 am & after 7:00 pm; Fri., June 4 6:00 am- 8:00 am & after 6:00 pm; Sat., June 5 6:00 am-8:00 am & after 5:00 pm; Sun., June 6 6:00 am-8:00 am & after 1:00 pm