



# MEETING SPACE REQUEST FORM

## General Information

- MLA has allocated blocks of time during MLA '09 for informal meetings and events to avoid conflicts with official MLA programs or events. Unfortunately, requests outside these timeframes cannot be accommodated.
- All hotel and convention center meeting space is contractually controlled by MLA during the annual meeting. All calls to the hotel and convention center will be directed to MLA for approval and assignment.
- Your meeting can be listed in the *Official Program* if your request is received before **February 9, 2009**. After that date, it will either be listed in the *Official Program* or the addendum page.
- Space is assigned on a first-come, first-served basis. We will do our best to accommodate your chosen time; however, please indicate a second choice in case your first preference is not available.
- Meeting space availability is limited. Please submit requests early.
- Complete one form per function. Duplicate this form as necessary.

## Approved Meeting Times

Please see the form for the approved times.

## Pricing Information

Type of Event:	Cost:
MLA sections, chapters, and SIGs	Up to 2 informal meetings at no charge; additional meetings are \$100 per meeting
Affiliate, non-MLA, or other nonprofit groups	\$200 per meeting
Exhibitors, commercial groups, or others not listed above (Note: Sunrise Seminar & Technology Showcase requests should use the appropriate application.)	\$600 per meeting

## Room Set-up Information

Please provide as much preliminary meeting information as possible, so the appropriate size room can be assigned to you. To best use the limited space available, the suggested seating and room sets below will be used in the event that a room set style is not indicated. Other room sets styles are available upon request and will be accommodated if possible. Because the rooms are used for multiple meetings throughout the day, the room you receive may be slightly larger than you need but never smaller.

### Number of Attendees

2–20 people  
21–35 people  
35+ people

### Suggested Room Set

Conference style (chairs around a long table)  
Hollow square or U-shape (chairs around a square table with square space in center)  
Theater style (chairs only with head table)

## Communication and Confirmation of Meeting Services and Needs

*Confirmations will begin January 5, 2009*

*For MLA sections, chapters, SIGs, and committees only:* All arrangements and details will be confirmed with the event contact person by Brenda Dreier, meeting director, who will act as the liaison with the hotel for all details.

*For affiliate/non-MLA, exhibitor, and commercial functions:* After space is assigned and confirmed with the event contact person, all arrangements and payment for services (audiovisual equipment, food or beverage service, etc.) should be made directly with MLA's contracted suppliers. Supplier contact names and telephone numbers will be provided to the event contact upon confirmation.

**Cancellation Policy:** Meeting space cancellations shall be in writing to Brenda Dreier and are eligible for a full refund, less a \$50 processing fee, if received prior to March 1, 2009. No refunds will be given after March 1, 2009.

**Questions?** Please email Brenda Dreier, meeting director, at [brenda@indigoevent.com](mailto:brenda@indigoevent.com) or call 773.506.6513 with any questions.

Form submission deadline: **Monday, February 9, 2009 (for inclusion in Official Program)**

➤ Complete one form for each meeting needed.

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**Contact Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Group requesting space: \_\_\_\_\_

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**Function Information**

Official function name: \_\_\_\_\_

*The above name will be used in all correspondence and in any subsequent listings.*

Meeting Type:

- Section Business       SIG Meeting       MLA Committee Meeting       Exhibitor Informal Meeting  
 Section Informal Meeting       MLA Chapter Informal       Affiliate/Nonprofit Informal

Indicate first and second choice of date and time (\* Indicates time overlaps Poster Session):

<b>Section Business, SIGs, and Informal Meetings</b>	
Sunday, May 17, 2009	<input type="checkbox"/> 7:00 a.m.–8:00 a.m. <input type="checkbox"/> 2:30 p.m.–3:30 p.m.*
Monday, May 18, 2009	<input type="checkbox"/> 6:30 a.m.–7:30 a.m. <input type="checkbox"/> 2:00 p.m.–3:00 p.m.* <input type="checkbox"/> 5:30 p.m.–7:30 p.m.
Tuesday, May 19, 2009	<input type="checkbox"/> 6:30 a.m.–7:30 a.m. <input type="checkbox"/> 10:00 a.m.–11:00 a.m.
Wednesday, May 20, 2009	<input type="checkbox"/> 7:00 a.m.–8:00 a.m.

Function is:  Invitation only       Open to all      Onsite/Official Program promotion:       Post       Do not post  
Hotel to post on reader boards:  Post       Do not post      Online Itinerary Builder promotion:       Post       Do not post

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**Meeting Room Requirements**

Room Set Ups:

- Banquet rounds (10 people per round table)       Reception (limited seating)  
 Conference (20 maximum chairs around 1 solid table)       Hollow square (35 max around tables arranged in a square)  
 Classroom (lecture-style with tables in front of the chairs)       Theater (lecture-style, no tables)  
 Other: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Other requirements:

- Podium       Head table for \_\_\_\_ people       Table for material (quantity: \_\_)       Other: \_\_\_\_\_

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**Payment Information (See guidelines)**

Amount due: \$ \_\_\_\_\_

Check/money order enclosed (payable to Medical Library Association)       Credit card payment: Circle: VISA/MC/AMEX

Card #: \_\_\_\_\_ Expires: \_\_\_\_\_ Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

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**For MLA sections, chapters, SIGs, and committees ONLY:**

**Audiovisual equipment required (Please list, including microphone quantity and types):**

**Catering requirements: (Please list type and approximate budget. MLA will provide menus and options):**

**Fax or mail completed form to:**

Brenda Dreier, Indigo Event Management, Inc., 5315 N. Clark Street, Suite 623, Chicago, IL 60640; fax, 773.409.5022  
(brenda@indigoevent.com)