

Committee and Meeting Room Request

SRM 2018 Annual Meeting
January 28 – February 2, 2018
John Ascuaga's Nugget
Sparks, Nevada

All committees and groups needing a space and time to meet must submit a room request form in order to have space reserved. Requests must be made by October 1, 2017. **All committees will be expected to provide their own laptops; any additional audio/visual equipment needed, please indicate below.**

Special Notes: All rooms will be set-up theater/classroom style unless noted below; if you request a different set-up, additional charges may apply. Any food and beverage requests will be paid directly by the group requesting to the Nugget (*unless otherwise confirmed with the Society*). Please indicate below if you will require food and beverage; a separate follow-up will occur to confirm and facilitate orders. **All food and beverage requests must be made by November 27th.**

Please provide the following information:

Committee or Group Name:		
Meeting Date	Time of Day	Meeting Length (hours)
(1 st choice)	(1 st choice)	
(2 nd choice)	(2 nd choice)	
(3 rd choice)	(3 rd choice)	
If your meetings need to occur over several days, please list which days and how many hours for each day:		
Date:	Hours:	
Date:	Hours:	
Date:	Hours:	
Date:	Hours:	
Date:	Hours:	
Chair/Organizer Name:	Phone: Email:	Number Attending (this will determine room size):
Special Requests (Food and beverage; room arrangements, etc.):		
List any groups or meetings that might be in conflict with participation at this meeting:		
AV (If you will require any AV, please make a note of specific items requested; all committees are required to provide their own laptops for Sunday Committee meetings):		
Submit this form to: Kelly Fogarty kelly@wssdc.com	Additional Notes:	