

REQUEST FOR ASSOCIATED RECEPTION OR WORKING GROUP MEETING

The Wildlife Society 24th Annual Conference
September 24 – 27, 2017 // Albuquerque, NM

DEADLINE FOR SUBMISSION: June 30, 2017

Although most conference functions (Plenary and concurrent sessions, tradeshow, registration, etc.) will be held at the Albuquerque Convention Center, many Working Group Meetings and most Associated Receptions will be held at the **Hyatt Regency Albuquerque**, which is The Wildlife Society's host hotel for this year's conference. There is no charge to you for the use of the meeting space, but you will be responsible for ordering and paying for any audio-visual, food or beverage that you may need for your function. **No outside food or beverage is allowed at the Hyatt or the Albuquerque Convention Center.** All food and beverage must be ordered through in-house catering. You will receive instructions on how to order food, beverage and audio-visual equipment along with your confirmation of space/date/time. We will do our best to avoid scheduling conflicts. **All meeting rooms will be set up in classroom style (rows of tables with chairs) and all reception rooms will be set up in reception style (scattered tables with chairs) unless otherwise noted on your confirmation.**

Organization/Agency: _____

Title of Event: _____

Estimated number of people attending your event: _____

Type of Activity: (circle one) meeting reception

Will you be ordering audio-visual equipment? no yes (Instructions will be sent with your confirmation.)

Will you be ordering food or beverages? no yes (Instructions will be sent with your confirmation.)

MEETING ACCOMMODATIONS

Monday, September 25, 2017

(circle one) 7:30am – 8:30am 12:00pm – 2:00pm 7:00pm – 9:00pm

Tuesday, September 26, 2017

(circle one) 7:30am – 8:30am 12:00pm – 2:00pm 7:00pm – 9:00pm

Wednesday, September 27, 2017

(circle one) 7:30am – 8:30am 12:00pm – 2:00pm

List any meetings/symposia with which you would prefer not to overlap: _____

CONTACT INFORMATION

Name: _____

Phone: _____ Email: _____

Send to: Kerrell McNeal, the next great event, LLC
email: kerrell@thenextgreatevent.com
Cell: 619-990-4172