REQUEST FOR ASSOCIATED RECEPTION OR WORKING GROUP MEETING
The Wildlife Society 29th Annual Conference
November 6-10, 2022 // Spokane, WA

DEADLINE FOR SUBMISSION: August 30, 2022

All official conference events will be held at either the Spokane Convention Center or the attached Davenport Grand Hotel. 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 Grand or the Convention Center.** This is a hard and fast rule to which no exceptions will be made. By completing this form, you are acknowledging this policy. 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.

**All Working Group Meeting rooms will be set up in classroom style (rows of tables with chairs) and all Associated Reception rooms will be set up in reception style (scattered tables with chairs).**

Please list the name of your organization/agency, how you would like your event listed, and the approximate number of attendees you expect: ____________________________________________________________

**WORKING GROUP OPTIONS**

Monday, November 7, 2022
(Circle one):  7:00 – 8:30am  12:00 – 1:30pm

Tuesday, November 8, 2022
(Circle one):  7:00 – 8:30am  12:00 – 1:30pm

Wednesday, November 9, 2022
(Circle one):  7:00 – 8:30am  12:00 – 1:30pm

Thursday, November 10, 2022
(Circle one):  7:00 – 8:30am  12:00 – 1:30pm

**ASSOCIATED RECEPTION OPTIONS**

Monday, November 7, 2022
(Circle if selecting Monday):  7:30 – 9:30pm

Wednesday, November 9, 2022
(Circle if selecting Wednesday):  7:30 – 9:30pm

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

**CONTACT INFORMATION**

Name: ____________________________________________________________
Phone: ___________________________ Email: ____________________________

Send to: Kerrell Dunsmore, Consulting Meeting Planner, TWS
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