Conference Information Form

**This is an information gathering form to begin the process of conference planning. Discussions with staff will be necessary to fully plan the event.**

**PLEASE SUBMIT COMPLETED FORM TO GLENDA MCGAUGHEY**

Conference Title: 

Sponsor / Organizer: 

Date(s): 

Funding: 

Budget $ expectations: 

Website address: 

Approximate # of participants expected: 

How many hotel rooms will be needed? 

Will travel reimbursement be provided? 

Number of meeting rooms required per day, how will they be used, what equipment is needed in each: 

Are arrangements needed for coffee breaks? If yes, how many breaks, what is expected? 

Are meals being provided and if yes, how many and what type (sit down, on their own, catered, etc.): 

Will there be visitors needing office space? If yes, how many visitors and for how long? 

Other information: 

Date this form submitted: 

Signed: 