

BICSI® Meeting/Function Space Request

2010 BICSI Winter Conference & Exhibition

January 17-21 • Rosen Shingle Creek Resort • Orlando, Florida



Thank you for requesting space for your meeting or function to be held in conjunction with the 2010 BICSI Winter Conference & Exhibition at the Rosen Shingle Creek Resort in Orlando, Florida.

Please complete the information requested below. Your request for space will be forwarded to the Rosen Shingle Creek Resort once it has been approved by BICSI, and you will receive confirmation of approval and contact information for a representative at the hotel. You will make arrangements directly with the hotel for your meeting or function.

Return this completed form to Georgette Palmer Smith, CMM, via fax to +1 813.971.4311 or e-mail gsmith@bicsi.org.

Company name _____ Date of request _____

Address _____ Street or P.O. box _____

City _____ State/Province _____ Zip/Postal code _____ Country _____

Contact name _____

Telephone _____ Fax _____ E-mail _____

Meeting/Function name _____

Purpose of meeting/Function _____

Who is invited or will attend this meeting _____

Date _____ Start time _____ End time _____ Estimated attendance _____

Room Setup

Classroom Conference U-shape Banquet Reception Theater

Other _____

Will food and/or beverage be served? Yes No

Is audiovisual required? Yes No

FOR BICSI USE ONLY:

Approved by _____ Date approved _____

Meeting/Function space assigned _____