

# BICSI® Meeting/Function Space Request

## 2019 BICSI Fall Conference & Exhibition

29 Sept. - 3 Oct. • Mandalay Bay Hotel & Convention Center • Las Vegas, NV, USA



Thank you for requesting space for your meeting or function to be held in conjunction with the 2019 BICSI Fall Conference & Exhibition at the Mandalay Bay Hotel & Convention Center.

Please complete the information requested below. Your request for space will be forwarded to the Mandalay Bay Hotel & Convention Center once it has been approved by BICSI. You will receive confirmation of approval and contact representative information. Please make arrangements directly with Mandalay Bay for your meeting/function.

Return this completed form to Kim Osterman, CMP, via fax to +1 813.971.4311 or email [kosterman@bicsi.org](mailto:kosterman@bicsi.org).

Company name \_\_\_\_\_ Date of request \_\_\_\_\_

Address \_\_\_\_\_ Street or P.O. box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Contact name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Meeting/Function name \_\_\_\_\_

Purpose of meeting/Function \_\_\_\_\_

Who is invited or will attend this meeting \_\_\_\_\_

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Estimated attendance \_\_\_\_\_

### Room Setup

Mandalay Bay Hotel & Convention Center

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 \_\_\_\_\_