

BICSI® Meeting/Function Space Request

2019 BICSI Winter Conference & Exhibition

January 20-24 • Gaylord Palms Resort & Convention Center • Kissimmee, Florida, USA



Thank you for requesting space for your meeting or function to be held in conjunction with the 2019 BICSI Winter Conference & Exhibition at the Gaylord Palms Resort & Convention Center.

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

Return this completed form to Kim Osterman, CMP, via fax to +1 813.971.4311 or email 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

Gaylord Palms Resort & 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 _____