

BICSI® Meeting/Function Space Request

2022 BICSI Hybrid Winter Conference & Exhibition

30 Jan.-3 Feb. • Orlando World Center Marriott • Orlando, FL, USA



Thank you for requesting space for your meeting or function to be held in conjunction with the 2022 BICSI Hybrid Winter Conference & Exhibition at the Orlando World Center Marriott.

Please complete the information requested below. Your request for space will be forwarded to the Orlando World Center Marriott once it has been approved by BICSI. You will receive confirmation of approval and contact representative information. Please make arrangements directly with the Orlando World Center Marriott 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

Orlando World Center Marriott

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 _____