

CONNECT 2014 ANCILLARY MEETING REQUEST FORM

All requests received prior to Monday, November 4, 2013 will receive notification of space request approval by Friday, November 22, 2013. All other requests will be assessed on a first-come, first-served basis. The cut-off date for all requests is Friday, December 20, 2013. If your space is confirmed, you will be provided with a contact name and number from the facility's catering department. It will be your responsibility to coordinate all arrangements and payments directly with the facility. If we are unable to meet your request, you will also be sent an e-mail regarding this by Friday, November 22, 2013. **For meetings of two or three individuals during IBM Connect, we request that you use the common areas/public space within the conference venue. All suite requests must be approved and are not booked directly with the hotels.**

Ancillary requests will not be approved on the days and times noted below:

- **Sunday, January 26 - Welcome Reception – 6:30 – 9:00 pm**
- **Monday, January 27 - Solutions Showcase Reception – 6:00 - 8:00 pm**
- **Tuesday, January 28 - Special Event – 7:30 – 10:30 pm**

ON-SITE CONTACT INFORMATION

NAME: _____ E-MAIL: _____

TITLE/GROUP: _____

PHONE: _____ FAX: _____

MEETING ROOM INFORMATION

NAME OF FUNCTION: _____

EVENT DESCRIPTION & REASON FOR MEETING:

DAY/DATE: _____

START TIME: _____ AM / PM END TIME: _____ AM / PM

- Please list other potential dates and times if you have flexibility – we will do our best to accommodate your preferred date and time but it will be on a first come first serve basis.
- You must end promptly at the scheduled end time in order to allow for the next meeting to set-up.

FUNCTION SPECIFICS

NUMBER OF ATTENDEES: _____

ROOM SET UP (pick one):

- Classroom
- Theater
- U-Shape
- Boardroom
- Reception
- Rounds of 10
- Other Set-Up _____

WILL YOU HAVE FOOD AND BEVERAGE REQUIREMENTS?

- Yes Pick one: _____ Plated _____ Buffet _____ Roll-in _____ Reception
- No

WILL YOU HAVE AUDIO VISUAL REQUIREMENTS?

- Yes
- No

PLEASE RETURN THIS FORM TO:

Connect_2014@maritztravel.com