

Affiliate Meeting Space Request Form

2010 WOCN/WCET Joint Conference
June 12-16, 2010
Phoenix, Arizona

We appreciate your request for meeting space during 2010 WOCN/WCET Joint Conference. Affiliate meeting space will be assigned only during times that do not conflict with the Conference program. Company sales meetings (employees only) can be held during the conference program. We would also like to know of any off-site events you plan to hold for the Joint Conference attendees. For your information, attached is a list of educational sessions.

Guidelines

- Meeting space can be requested at the Phoenix Convention Center, the Sheraton Phoenix, the Hyatt Phoenix or the Wyndham Hotel and will be assigned on a first-come first-serve basis. Return completed form via fax, attention Debi Maines at (856) 439-0525 or via e-mail: dmaines@ahint.com
- For all requests, confirmations will be e-mailed directly to you after Friday, April 15, 2010.
- Your meeting arrangements will not be included in Conference promotion.
- Questions? Contact Debi Maines, WOCN Director of Meetings by phone at 856-642-4217, or via email at dmaines@ahint.com

Meeting Information

Name of your meeting: _____

Purpose of your meeting: _____

Contact: _____

Company: _____

E-Mail: _____ Telephone: _____ Fax: _____

Meeting Options:

One: Date _____ Start Time _____ End Time _____

Two: Date _____ Start Time _____ End Time _____

Number of Attendees: _____

Preferred Room Set (check one): Theatre Style Classroom Round Tables

Preferred Venue: Phoenix Convention Center Sheraton Phoenix Hyatt Phoenix Wyndham

If an off-site event, please list the location: _____

Once approved, vendor contact information will be provided for food & beverage and audio visual services so that your company may make further arrangements.

For WOCN Use Only

Thank you very much.

Date Received: _____

Location Contact: _____

Location of Meeting Room Assigned: _____

Name of Meeting Room Assigned: _____

Date Confirmation Sent: _____

2010 WOCN/WCET Joint Conference Schedule of Events

No affiliate/ancillary functions for attendees may be scheduled during the times listed below. Exhibitor Sales meetings can be scheduled during the times listed below.

Saturday, June 12, 2010

- 8:00 am – 4:00 pm Pre-Conference Offerings
- 4:00 pm – 5:30 pm Special Interest Groups (Optional)
- 6:30 pm – 8:30 pm Regional Meetings (Optional)

Sunday, June 13, 2010

- 7:30 am – 9:00 am Conference Symposia
- 9:15 am – 5:30 pm Educational Sessions
- 5:30 pm – 8:30 pm Exhibit Hall Opening

Monday, June 14, 2010

- 6:30 am– 6:00 pm Educational Sessions
- 7:00 pm – 11:00 pm Social Event

Tuesday, June 15, 2010

- 7:00 am – 9:00 am Poster Session
- 9:00 am – 5:45 pm Educational Sessions
- 6:30 pm - 7:45 pm Dinner Symposia

Wednesday, June 16, 2010

- 8:00 am – 12:00 pm Educational Sessions