



**Function Space Request**  
**DEADLINE: May 5, 2008**

**September 10-13, 2008**

Please complete one form for each function planned. All meetings/functions must be approved by WMIC.

Coordinator / Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Function \_\_\_\_\_

Date and Day of Function \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Time Room Needed for Setup \_\_\_\_\_

Expected Attendance \_\_\_\_\_

**Function type:**

- Company sales meeting
- Users meeting
- Symposium
- Breakfast
- Lunch
- Dinner
- Reception
- Other \_\_\_\_\_

**Set up requirements:**

- Conference
- Hollow-square
- U-shaped
- Theater
- Schoolroom
- Rounds # \_\_\_\_\_
- Cocktail rounds # \_\_\_\_\_
- Riser
- Head table with # \_\_\_\_\_ chair(s)

**Participants:**

- Physicians / Scientists / Technologists
- Company Personnel
- Other

**Audiovisual Planned?**     Yes     No

**Special equipment required:**

- LCD projector
- PC
- Mac
- Overhead projector
- 35mm projector
- Screen
- Flip Chart
- Projectionist
- Easel
- Lectern
- Microphone
- Speaker phone
- Other (describe) \_\_\_\_\_

**PLEASE NOTE:** Any and all charges for services billed by Nice Acropolis Congress Center and other venues are the responsibility of the function sponsor. WMIC is not responsible for payment for any services connected with the above event. WMIC has no authority over any service charges, rental fees, and labor contracts, etc. that are required by any venue. **Please provide WMIC with a sample copy of your function invitation for approval prior to its mailing.**  
Agreed to:

Function Organizer's Signature \_\_\_\_\_ Date \_\_\_\_\_