



Geophysical Institute Conference Form

Thank you for informing us of your upcoming conference/workshop. To help us assist you with your conference/workshop we ask that you please complete the below form to the best of your ability. We understand that you may not yet have all the information and we will complete the form as the planning progresses. Once you have an agenda please provide that as well. If you have any additional items please be sure to include them in the Questions/Comments box found on page three. Upon submission of this form you will be contacted to schedule your initial appointment with conference services.

General Information

Conference Name:

Conference Dates: Conference Website:

Conference Location/Venue:

Sponsor Contact: Phone: Email:

Financial Information

Financial Sponsor(s):

Funding Available: Requesting Support: Yes No Requested Support:

Work Order: Account Name: Fund: Org:

Registration Fees: Number of Expected Registrants:

Lodging Information

Lodging: Website:

Contact: Phone: Email:

Number of Rooms Needed: Group Number: Reservation Details:

Special Requests:

Audio/Visual Requirements

White Boards/Flip Charts: Yes No Details / Total Needed:

Projector: Yes No Details / Total Needed:

Microphone: Yes No Details & Total Needed:

Laptop: Yes No Details & Total Needed:

Packets to include Agenda: Yes No Details & Total Needed:

Other:

Additional Information

Conference Set-up: If Other, Please Describe:
Reception Set-up: If Other, Please Describe:

Catering Information

Will there be Alcohol: Yes No If Yes, an alcohol request form will need to be completed.

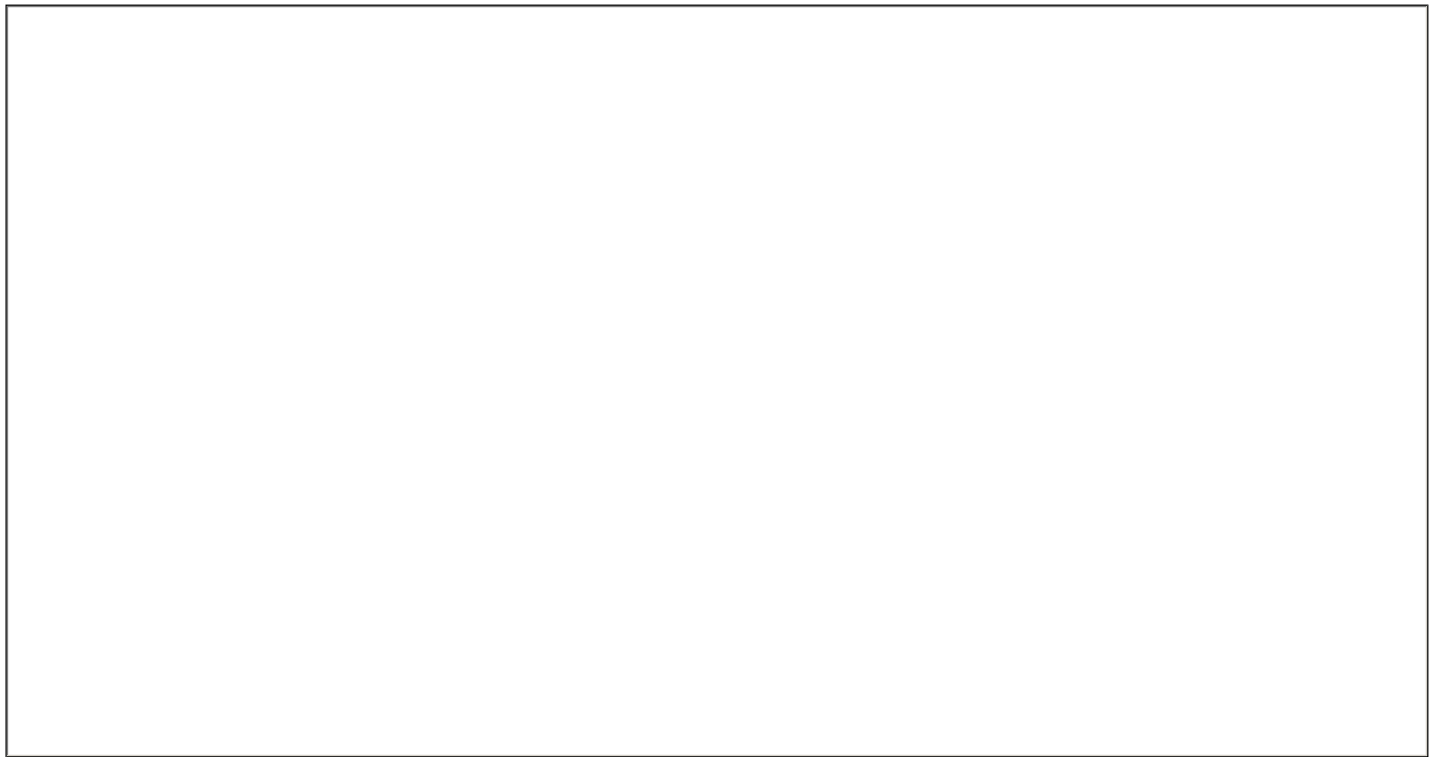
Breakfast:
Dates & Times:
AM Break:
Dates & Times:
Lunch:
Dates & Times:
PM Break:
Dates & Times:
Dinner:
Dates & Times:

Transportation Information

Will Transportation be Provided: Yes No If Yes, please complete below.

Dates:
Pick up Time: Pick up Location:
Drop off Time: Drop off Location:
Dates:
Pick up Time: Pick up Location:
Drop off Time: Drop off Location:
Dates:
Pick up Time: Pick up Location:
Drop off Time: Drop off Location:

Questions/Comments:



Notes:

