



2020 AIR Forum
May 25 – May 29, 2020
Hyatt Regency | New Orleans, LA

Meeting Space Request Form

Deadline to submit: March 20, 2020

The 2020 AIR Annual Conference is the perfect place for Affiliated Organizations to host brainstorming, planning or informative meetings. The deadline to submit a meeting space request is Friday, March 20, 2020. Meeting space is very limited. Please adhere to the established deadline. All meetings/events must be approved by AIR. Notifications of space assignments will be sent directly to the requestor.

** Affiliated Organization (AOs): are independent of AIR but share a common mission of data use for the improvement of higher education. While AOs are not chapters of or legally connected to the Association for Institutional Research, AIR values and invests in relationships with these organizations.*

Please select from options below:

Regional Affiliated Organization

Wednesday, May 27; 5:15 pm - 6:15 pm

State Affiliated Organization

Thursday, May 28; 5:15 pm - 6:15 pm

International Affiliated Organization

Thursday, May 28; 5:15 pm - 6:15 pm

Organization Name: _____

Convener Name:

Contact Name:

Contact Email:

Description of meeting:

Number of Guests expected

Will food and beverage be served?

Meeting space set up: Standard meeting rooms are set with theater style seating. AV service includes: podium, microphone, projector and screen. Cost of additional AV will be at groups expense.

If you choose to serve food, we will connect you with the appropriate catering representative from the Hyatt Regency. Please note, when serving food, the room will be set with banquet rounds and **does not include** AV equipment. If AV is required, it can be ordered at groups expense.

AIR Staff Contact Information

Kyndra Freeman
Senior Meeting Planner
Phone: 850-692-8111

Please submit your Form to Kyndra Freeman at kfreeman@airweb.org by March 20, 2020