



## Meeting Space Request Form

The 2020 AIR Annual Conference is the perfect place for Auxiliary Groups 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.

*Auxiliary groups: are Forum attendees with a shared interest in a specific area of knowledge, learning or technology that are not associated with AIR Affiliated Organizations or AIR Forum Sponsors. Each year, meeting space is reserved those interested in exchanging information and ideas about a shared area of interest with other AIR attendees. Hosting an Auxiliary Meeting is one of the best opportunities to discuss and learn with colleagues about topics of special interest to you.*

Wednesday May 27th 12:15pm-1:15pm  
Wednesday May 27th 5:00pm-6:00pm

Thursday May 28th 7:30am-8:30am  
Thursday May 28th 11:45am-12:45pm  
Thursday May 28th 5:00pm-6:00pm

Organization Name:

Speaker or Facilitator

Contact Name:

Contact Email:

Description of meeting:

Number of Guests expected

Will food and beverage be served?

Meeting space: 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 with the appropriate catering representative from the Hyatt Regency. Meetings that serve food and beverage will be set up with **Banquet rounds** and do not include AV equipment. If AV is required it can be ordered at the 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](mailto:kfreeman@airweb.org) by March 23, 2018