



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

# Meeting Space Request Form

COMPANY NAME

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Contact Name

Email

Phone

*\* This is the person who should receive planning materials and correspondence.*

Diamond-Included	Platinum-Included	Gold- \$500.00	Silver- \$500	\$
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Please indicate your preference on date and time:

Wednesday May 27- 12:15pm-1:15pm

Thursday May 28- 11:45am-12:45am

Wednesday May 27- 5:00pm-6:00pm

Thursday May 28- 5:00pm-6:00pm

**Authorized Signature\*** \_\_\_\_\_

*Your signature acknowledges compliance with the following payment schedule and cancellation policy:*

**Meeting Space:** Reserved meeting space for private meetings, catered lunch, or receptions. Available during designated times only. Meetings will be scheduled in March 2020. Limited slots available. Payment due with submission of this form.

## AIR Staff Contact Information



Kyndra Freeman  
Senior Meeting Planner  
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Charlie McCumber  
Director of Finance  
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Please submit your Registration Form to Kyndra Freeman at [kfreeman@airweb.org](mailto:kfreeman@airweb.org). An AIR Staff member will then create and send you an invoice that is payable online with a credit card or by mail with a check