

Meeting Space Request Form

Auxiliary Groups are invited to meet and network at the AIR Forum. The deadline to submit a meeting space request is Friday, April 4, 2025. 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.

Wednesday May 21; 12:15 pm - 1:15 pm
Wednesday May 21; 6:00 pm - 7:00 pm

Thursday May 22; 11:45 am - 12:45 pm
Thursday, May 22; 5:30 pm - 6:30 pm

Organization Name:

Speaker or Facilitator:

Contact Name:

Contact Email:

Description of meeting:

Number of guest 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 your group requires a different room set up please include your request in the description above.

If you choose to serve food, we will connect you with the appropriate catering representative from the Conference Center.