

MLA '19 Meeting Space Request Form

DEADLINE: January 25, 2019 (for inclusion in Official Program)



General Information:

- MLA has reserved blocks of time on the schedule for informal meetings and events to avoid conflicts with official programs or events. Requests outside these timeframes cannot be accommodated.
- All meeting space is contractually controlled by MLA during the annual meeting. All calls to the convention center or hotel will be directed to show management for approval and assignment.
- Your meeting can be listed in the Official Program if your request is received before **January 25, 2019**. After that date it will either be listed in the Official Program or the addendum page.
- Space is assigned on a first-come, first-served basis. We will do our best to accommodate your chosen time; however, please indicate a second choice in case your first preference is not available.
- Meeting space availability is limited. Please submit requests early. Complete one application per function and submit additional applications if needed for multiple functions.

Pricing:

Type of Event:	Cost (USD):
MLA sections, chapters, and SIGs	Up to two informal meetings at no charge, additional meetings are \$200 per meeting
Affiliate, non-MLA, or other nonprofit groups	\$360 per meeting
Exhibitors, commercial groups, or others not listed above <i>(Note: Sunrise Seminar, Technology Showcase, Exhibitor Lunch & Learn, and Exhibitor Social Event requests should use the appropriate form, not this one.)</i>	Sunday and Monday: \$1,199 per meeting Tuesday: \$1,099 per meeting

Room Set-up Information:

Please provide as much preliminary meeting information as possible, so the appropriate size room can be assigned to you. Other room sets styles are available upon request and will be accommodated if possible. Because the rooms are used for multiple meetings throughout the day, the room you receive may be slightly larger than you need but never smaller.

Number of Attendees

- 2–20 people
- 21–35 people
- 35+ people

Suggested Room Set

- Conference style (chairs around a long rectangular table)
- Hollow square style (chairs around a rectangle table with open space in center)
- Theater style (chairs only with head table at front of room)

Communication and Confirmation of Meeting Services and Needs:

For MLA Sections, Chapters, SIGs, and Committees Only: All arrangements and details will be confirmed with the event contact person by Tina Vickery, Meeting Manager, who will act as the liaison with the facility for all details.

For Affiliate/Non-MLA, Exhibitor, and Commercial Functions: After space is assigned and confirmed with the event contact person, all arrangements and payment for services (audiovisual equipment, food or beverage service, etc.) should be made directly with MLA’s contracted suppliers. Supplier contact names and telephone numbers will be provided to the event contact upon confirmation.

Function Information: **(all fields required)*

Function Title (this will be used on all listings)*: _____

Contact Name and Company*: _____

Group Requesting Space*: _____

Contact Phone*: _____

Contact Email*: _____

Meeting Type:

- Section Business Meeting
- Section Informal Meeting
- SIG Meeting
- Chapter Meeting
- Committee Meeting
- Affiliate/Non-Profit Informal Meeting
- Exhibitor Meeting

Indicate first and second choice of date and time

Section Business, SIGs and Informal Meetings		
Sunday, May 5, 2019	<input type="checkbox"/> 7:00 a.m.– 8:55 a.m. <input type="checkbox"/> 8:00 a.m.– 8:55 a.m. <input type="checkbox"/> noon – 12:55 p.m. <input type="checkbox"/> 1:00 p.m. – 1:55 p.m. <input type="checkbox"/> 6:00 p.m.– 7:00 p.m.	1 st choice: _____ 2 nd choice: _____
Monday, May 6, 2019	<input type="checkbox"/> 7:00 a.m.– 8:55 a.m. <input type="checkbox"/> 8:00 a.m.– 8:55 a.m. <input type="checkbox"/> noon – 12:55 p.m. <input type="checkbox"/> 1:00 p.m. – 1:55 p.m. <input type="checkbox"/> 6:00 p.m.– 7:00 p.m.	1 st choice: _____ 2 nd choice: _____
Tuesday, May 7, 2019	<input type="checkbox"/> 7:00 a.m.– 8:55 a.m. <input type="checkbox"/> 8:00 a.m.– 8:55 a.m. <input type="checkbox"/> noon – 12:55 p.m. <input type="checkbox"/> 1:00 p.m.– 1:55 p.m.	1 st choice: _____ 2 nd choice: _____
Other (must be approved by Tina Vickery)		

Function is*: Invitation only Open to all

Pre-show and Onsite/Official Program promotion (includes Official Program, Facility Reader boards, Online Schedule Planner, etc.):
 Post Do not post

Meeting Room Requirements

Room Set Ups (select one)

- | | |
|--|---|
| <input type="checkbox"/> Conference (20 max chairs around rectangle table) | <input type="checkbox"/> Reception (High cocktail rounds, no seating) |
| <input type="checkbox"/> Hollow Square (35 max around rectangle table) | <input type="checkbox"/> Theater (Lecture style – no tables) |
| <input type="checkbox"/> Other: _____ | |

Expected attendance*: _____

Other requirements:

- Podium Head table Table for material
 Other: _____

Payment Information (See price chart)

Amount due: _____

Payment type: Form will not be processed until payment is received.

- Check (payable to Medical Library Association)

Note: Send checks to Medical Library Association, Department 4627, Carol Stream, IL 60132-4627. Indicate on the check "Meeting Space".

- Credit card payment – check here to be invoiced.

Cancellation Policy: Meeting space cancellations shall be in writing, to Tina Vickery and are eligible for a full refund, less a \$50 processing fee if received prior to March 8, 2019. No refunds will be given after March 8, 2019.

Submit form to Tina Vickery, Meeting Manager, fax: 630-434-1216, email: tvickery@heexpo.com.

Questions? Please email Tina Vickery, Meeting Manager, at tvickery@heexpo.com or call 800-752-6312 with any questions.