

**23rd National Tanks Conference & Exposition
March 19-21, 2012 • St. Louis, MO**

Meeting Space Request Form

If you are interested in conducting an adjunct or “office hours” meeting, complete and return this form to request your meeting space. Space is *limited* and will be filled on a first-come, first-serve basis. This space is for federal, state, and tribal meeting use only.

Please type or print

Title of the Meeting: _____

Sponsoring Agency: _____

Primary Contact: _____

Mailing Address: _____

City, State, Zip: _____

Business Telephone: _____

Email Address: _____

Estimated Number of Attendees*: _____

**Each meeting room will be arranged in a conference style set-up based on the anticipated attendance.*

- Equipment Needs:**
- Overhead projector w/ screen (*charges apply*)
 - Flip Chart / Easel Markers
 - Audio Capabilities for Computer (*charges apply*)
 - Telephone (*charges apply*) Internet (*charges apply*)
 - Other: _____

Desired Meeting Dates/Time: Meeting space is available for use during the 2 ½ days of the conference – Monday 8:00AM-7:00PM, Tuesday 8:00AM-6:00PM, Wednesday 8:00AM-12:00PM.

1st Choice: _____

2nd Choice: _____

Do you require a sign posted outside of your meeting room? Yes No

Do you want this meeting to be listed within the conference program book as an “adjunct meeting”? Yes No

Return this form by March 2, 2012 to Jaclyn Harrison, NEIWPC
Fax: 978-323-7919 or jharrison@neiwpc.org