Hi <CONTACT AT VENUE>,

I am reaching out to inquire about using <VENUE> to host a 1-day scientific conference. The conference is being held by researchers at the University of Kansas Center for Genomics. We are considering a weekday or weekend in <MONTH OF YEAR>.

We are anticipating 100-150 individuals, a single area for projected presentations (with seating), and an area to display posters (without seating). We are additionally considering hosting two or three meals at the venue.  We are open-minded on how that would be served and consumed.  If there is an in-house caterer we should consider, please let me know a contact or approximate pricing per head.

I would like to discuss preliminary cost estimates for the above, any venue logistical considerations we need be aware of, specific rooms at your venue we should consider, and your current availability for <MONTH OF YEAR>

Thank you,

<IMPORTANT PERSON>