# SIGCSE 2016 Pre-Symposium and Affiliated Events

# Request for Convention Center Space

## Instructions:

## Deadline September 28. Use this form to request a meeting space at the Convention Center\* for your pre-symposium or affiliated event. Completing this form does not guarantee that space will be available, however we will do our best to accommodate your Event. Late requests may be considered if space is available. Requests to host events during the Symposium may also be considered, space permitting.

\* This form is for events to be held at the Convention Center. If you would like to hold your event at the hotel, please contact the hotel directly to make your arrangements.

## Complete this form and email to Rachelle Kristof Hippler – [rkristo@bgsu.edu](mailto:rkristo@bgsu.edu)

## If we can accommodate your event

## We will respond by October 19 to let you know if we can accommodate your event. More information will be provided at that time to help you with your event.

## The information you provide on this form will be posted on the SIGCSE 2016 website.

## SIGCSE will bill you for your room and any extra fees associated with AV or room set up.

## You are responsible for managing registration and attendee fee collection for your event. The SIGCSE planning committee does not handle registration and fee collection f for pre-conference and affiliated events.

## You will receive information regarding whom to contact to make separate arrangements for food and beverages. The SIGCSE planning committee does not handle food and beverage orders for pre-conference and affiliated events.

## Event Information for Website

Provide information for your event. The information you provide below will be posted on the SIGCSE 2016 website.

### Title of Event (as it should appear on the conference website and program):

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### Brief description of the event:

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### URL for additional information:

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### Cost per participant:

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### URL or contact information for Registration & Payment:

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### Other instructions or information you would like posted on the website:

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## Logistics & Scheduling Information for Event

Provide information for your event. The information you provide below will be used to help us ensure your space is set up the way you need it for your event.

### Contact Person for Scheduling

|  |  |
| --- | --- |
| Name: |  |
| Affiliation: |  |
| US Mail Address: |  |
| Email: |  |
| Phone (prior to conference): |  |
| Phone (during conference): |  |

### Contact Person for Payment for Room/AV/Food and Associated Costs

### \_\_\_ Same as Contact Person for Scheduling (see above)

|  |  |
| --- | --- |
| Name: |  |
| Affiliation: |  |
| US Mail Address: |  |
| Email: |  |
| Phone (prior to conference): |  |
| Phone (during conference): |  |

### Maximum number of people attending event (include all people will be in the room):

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### Date/Time

Provide the duration of your event and first three choices for date and general time for your event.

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Duration** | **Date** | **All Day Event** | **Morning**  **Event** | **Afternoon Event** | **Evening**  **Event** |
| ***Example*** | ***3 hrs*** | ***5/5/2015*** |  | ***x*** |  |  |
| **First Choice** |  |  |  |  |  |  |
| **Second Choice** |  |  |  |  |  |  |
| **Third Choice** |  |  |  |  |  |  |

### Room Set Up

By default, rooms will be set-up ½ classroom ½ theatre style (rows of tables in the front half of the room and chairs only in the back half of the room). Please indicate any other room set up requests below. Room reconfiguration may be subject to extra fees.

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### A/V Requests

List all A/V resources you will need (e.g. podium, microphone(s), projector, screen, power strips, flipcharts, markers, etc.). A/V resources may be subject to extra fees.

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Food and Beverage Requests  
Explain any food and beverage needs you may have for your event. Although the SIGCSE planning team does not handle these requests, it will help us make sure you have adequate space for your event. If we can accommodate your event, we will provide you with the information you need to arrange for your food and beverage order.

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### Special Requests

Explain any other special requests for the set up of your event space.

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