



## MEETING & EVENT SPACE REQUEST INSTRUCTIONS

### General Information:

- AASL has allocated blocks of time during the conference for informal meetings and events to avoid conflicts with official AASL programs or events.
- All hotel and convention center meeting space is contractually controlled by AASL during conference. All calls to the hotel and convention center will be directed to AASL for approval and assignment.
- Meeting space confirmations and additional information will be emailed to the main contacts within two weeks of receiving the completed form/payment (if applicable).
- Meeting space is VERY LIMITED and is assigned on a first-come, first-served basis. We will do our best to accommodate your requested date/time, however, please be sure to indicate a second choice option.
- Complete one form per function. Duplicate this form as necessary.
- **Deadline for Meeting Space Requests is September 21, 2009.** Please note, *if payment is required for your meeting space, we must receive payment via check.* Credit cards are not valid forms of payment for meeting space.
- **Note: Meeting requests over the lunch hour are subject to approval even if though the time slot is listed as available. AASL will not approve of large group events over this non-compete exhibit viewing time.**

### Approved Informal Meeting Times:

Thursday, November 5	Friday, November 6	Saturday, November 7
7am – 9am	7am – 8am	7am – 8am
9am – 11am	1:00pm – 2:15pm	11:30am – 1:00pm
11am – 1pm	Evening – after 5:15pm*	4:00pm – 6:00pm
Evening – after 7:30pm		

*\*Note: AASL's Author Banquet will be held from 6:30 pm – 9:30 pm at the Hilton Charlotte City Center. This is an optional, ticketed event for registrants.*

### Pricing Information:

Convention Center (VERY limited space available)	Hotels
Attendance of 20 ppl or less = \$250	No charge (hotels may charge meeting room rental)
Attendance exceeding 20 ppl = \$500	No charge (hotels may charge meeting room rental)

### Room Setup Information:

Please provide as much preliminary meeting information as possible, so the appropriate size room can be assigned to you. To best use the limited space available, the suggested seating and room sets below will be used in the event that a room set style is not indicated. Other room set 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 table)  
Hollow-square or U-Shape (chairs around a square table with square space in center)  
Theater style (chairs only with head table)

### Communication and Confirmation of Meeting Services

*For affiliate/non-AASL, 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 the AASL contracted supplier. Supplier contact names and telephone numbers will be provided to the event contact upon confirmation.



**14TH NATIONAL CONFERENCE AND EXHIBITION**  
 November 5-8, 2009  
 Charlotte, North Carolina



**MEETING & EVENT SPACE REQUEST FORM**

**CONTACT INFORMATION:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**FUNCTION INFORMATION:**

**Preferred Facility:**  Hotel: \_\_\_\_\_  Convention Center (*see pricing on first page*)

**Official Function Name:** \_\_\_\_\_

**Meeting Type:**

- Internal Sales Meeting (no attendees invited)  Focus Group (attendees invited)  Evening Reception
- Hosted Meeting (attendees invited)

**Indicate first and second choice of date and time:**

Thursday, November 5	Friday, November 6	Saturday, November 7
7am – 9am	7am – 8am	7am – 8am
9am – 11am	1:00pm – 2:15pm	11:30am – 1:00pm
11am – 1pm	Evening – after 5:15pm	4:00pm – 6:00pm
Evening – after 7:30pm		

**Expected Attendance:** \_\_\_\_\_

- Meeting Room Setup:**  Theater (lecture style, no tables)  Classroom (lecture-style w/tables in front of chairs)  
 Conference (20 max chairs around one solid table)  Hollow Square (35 max around tables arranged in a square)  
 Banquet Rounds (10 people per round table)  Reception (limited seating)  Other: \_\_\_\_\_

Other Meeting Room Needs:  Podium  Head table for \_\_\_\_ people  Table for material (quantity: \_\_\_\_)

**Who will be attending your meeting/event (check all that apply):**

- Company Employees  AASL Attendees  Other: \_\_\_\_\_

Are you charging a fee for guests to attend?:  Yes  No

**PAYMENT INFORMATION:** (*See Guidelines on Page 1*)

- The location and/or nature of my event does not require payment per the pricing chart on page 1.
- Check enclosed (*payable to American Association of School Librarians*) in the amount of \$ \_\_\_\_\_

**Return this form with payment to:**

Jordan Mack  
 AASL  
 50 East Huron Street  
 Chicago, IL 60611-2795

**If no payment is required, fax or email this form to:**

Brenda Dreier  
[bdreier@ala.org](mailto:bdreier@ala.org)  
 773.409.5022 (Fax)

**Questions? Contact Brenda Dreier, 773.506.6513, [bdreier@ala.org](mailto:bdreier@ala.org)**