

REQUEST FOR WORKING GROUP MEETING

AFS/TWS Joint Conference

September 29 – October 3, 2019 // Reno, NV

DEADLINE FOR SUBMISSION: June 30, 2019

This year's joint conference will span three venues – the Reno-Sparks Convention Center (RSCC), the Atlantis Hotel and the Peppermill Hotel. The bulk of the scientific program will be held at the RSCC. Most auxiliary meetings, such as Working Group meetings, will be held at the adjacent Atlantis Hotel. Many evening social events will take place at the Peppermill Hotel, which is also the location of the bulk of our attendee room block. Please use this form to request space for your Working Group meeting. There is no charge to you for the use of the meeting space, but you will be responsible for ordering and paying for any audio-visual, food or beverage that you may need for your function. **No outside food or beverage is allowed at any of our conference venues.** This is a hard and fast rule to which no exceptions will be made. By completing this form, you are acknowledging this policy. All food and beverage must be ordered through in-house catering. You will receive instructions on how to order food, beverage and audio-visual equipment along with your confirmation of space/date/time.

Changes for 2019: TWS strives to minimize schedule conflicts, but due to the size of the conference and number of events, it is impossible to eliminate conflict completely. The meeting time slots being offered during this year's conference aim to minimize overlap with our educational program.

All Working Group Meeting rooms will be set up in classroom style (rows of tables with chairs). If you have additional set up requests, please list them here and we will let you know if we are able to accommodate.

Please list the name of your organization/agency and how you would like your meeting listed:

How many people (estimated) do you expect at your meeting:

WORKING GROUP OPTIONS

Monday, September 30, 2019

(Circle one) 7:00 – 8:30am 12:00 – 1:30pm 4:30 – 6:00pm

Tuesday, October 1, 2019

(Circle one) 7:00 – 8:30am 12:00 – 1:30pm 4:30 – 6:00pm

Wednesday, October 2, 2019

(Circle one) 7:00 – 8:30am 12:00 – 1:30pm 4:30 – 6:00pm

Thursday, Oct. 3

(Circle one) 7:00 – 8:30am 12:00 – 1:30pm

List any meetings/symposia with which you would prefer not to overlap: _____

CONTACT INFORMATION

Name: _____

Phone: _____ Email: _____

Send to: Kerrell Dunsmore, Consulting Meeting Planner, TWS
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