



Meeting Room Details Order Form

General Session

Classroom _____ # people	U-Shaped _____ # people
Theater _____ # people	Rounds _____ # people
Head Table _____ # people	Other _____ # people
	Describe _____

Audio/Visual Requirements

Overhead _____	Slide Projector _____	Flip Chart _____	Stage _____
LCD _____	TV/VCR _____	Speaker Phone _____	Dance Floor _____
Microphone _____	Wireless _____	Podium _____	DVD Player _____
Other _____	_____		

Break-Out Room

Classroom _____ # people	U-Shaped _____ # people
Theater _____ # people	Rounds _____ # people
Head Table _____ # people	Other _____ # people
	Describe _____

Audio/Visual Requirements

Overhead _____	Slide Projector _____	Flip Chart _____	Stage _____
LCD _____	TV/VCR _____	Speaker Phone _____	Dance Floor _____
Microphone _____	Wireless _____	Podium _____	DVD Player _____
Other _____	_____		

Billing

- Bill all charges to master
- Bill all charges to credit card on file
- Bill room and tax to master

Shipping & Receiving

For shipping needs please contact your sales professional.