

## Meeting Request Form

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Number of Attendees :\* \_\_\_\_\_

Time: \_\_\_\_\_

Chair (Name/Telephone Number): \_\_\_\_\_

Room Set-up: Conference \_\_\_\_\_ U Shape \_\_\_\_\_ Classroom \_\_\_\_\_ Theatre-style \_\_\_\_\_

\* To reduce costs we will arrange for buffet style group breakfasts and lunches each meeting day (Wednesday - Friday) from 7:30 - 9:00 a. m. and 12 noon - 1:00 p.m. respectively. Unless otherwise noted, the headcount of meeting attendees will be used for luncheon planning and allocating meal costs. Vegetarian, no salt, no MSG, and low cholesterol meals will be available, upon request.

### FOOD/BEVERAGE ARRANGEMENTS

(Prices are approximate)

\_\_\_\_\_ Coffee/Herbal Tea Break (\$2.75 pp) Start Time: \_\_\_\_\_

\_\_\_\_\_ Soda/Mineral Water Break (\$3.25 pp) Start Time: \_\_\_\_\_

Indicate special dietary requirements:

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### AUDIO-VISUAL EQUIPMENT

(Prices are approximate)

Flip chart w/Easel & Markers (\$38/day)

Multimedia-Data Projector (\$675/day)

Overhead Projector w/Screen (\$120/day)

Podium \_\_\_\_\_ w/Microphone (\$45/day)

35mm Slide Projector (\$140/day)

Lavalier Microphone (\$45/day)

TV/VCR (\$215/day)

Other \_\_\_\_\_

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Please return form/information no later than: **7 May 2004**

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