

2016 American Fisheries Society Conference

AFFILIATED MEETING REQUEST

The Kansas City AFS Committee will gladly allocate meeting space for affiliated meetings on a first come-first served basis as space and time permit.

Each meeting will be required to submit this request form. Information submitted on this form will be used to finalize meeting room arrangements. Each group **must** assign **one** contact person to be responsible for providing accurate information, conveying changes in group size, etc.

If this affiliated meeting request is sponsored by a vendor to promote products/services or a meeting for clients, please contact Shawn Johnston at sjohnston@fisheries.org

Return completed form by **August 1st** to:
Kathi Moore - Kathi.Moore@mdc.mo.gov Phone: 573-248-2530 Fax: 573-248-2532

Meeting rooms will be reserved and assigned first come-first served.

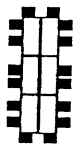
Name of Organization or Meeting Title: _____
Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ E-mail: _____

Anticipated group size: _____ **Changes to increase or decrease group size must be reported ASAP.**

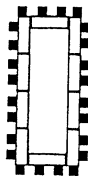
Meeting Date: _____ Meeting Start Time: _____ Meeting End Time: _____
Setup Time Needed: _____

Seating Arrangement (choose one):

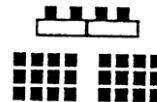
Conference: (20 or less)



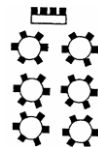
Hollow Square: (20 or less)



Theater:



Round tables:



All requests for food and beverage will be coordinated with Sheraton Kansas City Hotel at Crown Center. Please contact Chrissy Lorne at Chrissy.Frazier@starwoodhotels.com **Check here if you would like Sheraton Kansas City Hotel to contact you to set up food and beverage services.**

There will be additional charges for drinks, meals, AV equipment, and technical support.

NO OUTSIDE FOOD OR BEVERAGES ALLOWED.