

Ancillary Meeting Space



Please find attached an official “NECC 2007 Ancillary Meeting Space Request” form. Please fill out this form COMPLETELY and return to Dan Potter via **FAX** at your earliest convenience.

Incomplete forms will be returned, slowing down the process of getting your request approved and placed.

Once the completed form has been received, it will be forwarded to ISTE for approval. Once approval for your space request has been secured, you will be notified IMMEDIATELY.

Upon approval, you will be assigned confirmed meeting space as requested. You will be provided the facility contact’s name and pertinent contact information. It is your responsibility to contact the facility to make all arrangements for your event(s). All charges in conjunction with your event(s) (food and beverage, audio visual, etc.) are the responsibility of your organization.

NECC 2007 has Ancillary Meeting Space available in the following facilities:

The Omni Hotel at CNN Center
Embassy Suites Centennial Park

Omni Hotel at CNN Center

Please be aware, ISTE is able to provide you with complimentary Ancillary Meeting Room Space at the **Omni Hotel at CNN Center** at no cost as a result of direct contractual obligations between ISTE and the facility, including a guarantee from ISTE that the facilities will be provided with a certain amount of Food and Beverage revenue generated within the meeting space. For this reason, this request form asks that you list the anticipated Food and Beverage budget that will be realized from your event(s) held in any space you may be assigned at the Omni. Please be aware we are extremely limited in the amount of meeting space available at the Omni. Your diligence in getting your request made in a timely manner is most important.

Embassy Suites Centennial Park

Ancillary Meeting Room Space assigned at **The Embassy Suites Centennial Park** will require an exact Food and Beverage minimum per room assigned, per day. It will be your obligation if choosing space at this facility to provide the facility with a minimum \$500.00* in Food and Beverage revenue per day, per space assigned. If this minimum is not met, you will be charged \$250.00 in meeting room rental per day, per space assigned. This charge will be made via an event contract you will sign directly with the facility once your event has been detailed. Please note, ballroom space that is derived from multiple sections will be subject to an F&B minimum multiplied by the number of sections used to create such space.

You will be given the opportunity to request either the Omni or Embassy Suites facilities. You are under no obligation for space assigned if you refuse your assignment within 48 hours of receipt.

**Please Note: Ancillary Meeting Space is NOT available AT THIS TIME
at the Georgia World Congress Center.**

**All Ancillary Meeting Space
Correspondence should be directed
to the attention of Dan Potter**

**Fax Completed Request Forms to:
330-486-9335**

**General Questions:
dan.potter@experient-inc.com**

*\$500.00 Food and Beverage Minimum does not include any facility tax and/or service fees.

2007 Ancillary Meeting Space Request

Organization / Event Name: _____

Contact: _____

Telephone: _____ Fax: _____

Email: _____

Facility: **The Omni Hotel at CNN Center** **Embassy Suites at Centennial Park**
(Circle Facility Choice – Choice honored on a first-come, first-served basis, space permitting)

Requested Event's Information:

Day/Date	Time <small>(Start and End)</small>	Exp. Number Attending	Type of Event <small>(Banquet, Board Room, Lecture, Office, etc.)</small>	Room Set Up Style <small>(Theater, Classroom, Banquet, Boardroom, etc.)</small>

Is your attendance by Invitation Only? _____ Will you need an internet connection? _____

What is your anticipated Food and Beverage Budget? _____

I agree the above outlined events WILL NOT conflict with any Official NECC 2007 events that are scheduled to take place June 24-27, 2007.

I am aware meeting space either requested or assigned to the Embassy Suites will require a financial obligation to be fulfilled directly with the facility as listed on the Ancillary Meeting Space information page. Furthermore, I may refuse any space assigned at any facility without any financial obligation if such refusal is made within 48 hours of meeting space assignment receipt. I understand meeting space assignments are made on a first-come, first-served basis, space permitting.

<small>Form Submitted By</small>	<small>Title</small>	<small>Date</small>

Fax Completed form to 330-486-9335

For ISTE use only:

Date Request Rcvd: _____
 Date Request Approved: _____
 Date Request Denied: _____
 Reason for Denial: _____

Approved by: _____
 Denied by: _____

If Approved, Space Assigned: _____