

2012 APS ANNUAL MEETING

Meeting/Event Request Form

*To have your meeting/event published in the registration brochure, submit form by January 13, 2012

*All others submit form by March 15, 2012

Completed forms, or questions, send e-mail to Rhonda Wilkie (rwilkie@scisoc.org).

Contact Name: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Mobile: _____

Contact Information for Billing
(If different from above)

Name: _____

Institution: _____

E-mail: _____ Phone: _____

MEETING/EVENT SPECIFICATIONS

Type of Event (select one): Reception Meeting Lunch Other

If other, specify: _____

Function Name: _____

Is this meeting/event held every year at the Annual Meeting? Yes No

Would you like your meeting/event published in the program book? Yes No

Estimated Number of Attendees: _____ Requested Day for Meeting/Event: _____

Room Set-Up (select one): Conference U-Shape Reception Roundtable

Audio Visual Request

Do you require audio visual for your meeting/event? Yes No

If yes, Please indicate below what AV is needed?

Audio Visual

	Estimated Pricing	
	Conv.	Westin
_____ LCD Projector and Package (includes screen, cart, and cords)	\$500.00	\$500.00
_____ Screen and Cart (LCD provided by speaker)	\$85.00	\$150.00
_____ Podium Microphone	\$35.00	\$50.00
_____ Wireless Lavalier Microphone	\$125.00	\$125.00
_____ Wireless Microphone	\$125.00	\$125.00
_____ Mixer (required for more than one microphone)	\$50.00	\$50.00
_____ Other _____	Prices vary, you will be contacted with a quote	

Computer/Internet

(Prices vary; you will be contacted with a price quote)

- _____ Electrical Connection _____ Number of devices requiring electrical
- _____ Hardwire Internet _____ Number of computers requiring internet
- _____ Wireless Internet _____ Number of computers requiring internet

FOOD AND BEVERAGE REQUEST

- *If you will require food services, please select from the choices below.
- *Prices include tax and service fee, and are estimated and subject to change.
- *Prices may vary depending on whether your meeting/event is assigned to the Westin or the Rhode Island Convention Center.

Breakfast

- _____ Continental — staff will contact you with costs.
- _____ Plated — staff will contact you with costs.

Lunch

- _____ Staff will contact you with costs.

Reception

- _____ Imported and Domestic Cheese Display — \$11.00 per person
- _____ Vegetable Display — \$7.00-\$9.25 per person

Individual Hors d'oeuvres

Served Cold

- _____ Grilled Tenderloin on Crostini — \$4.00/piece
- _____ Assorted Crostini — \$5.00/Piece
- _____ Smoked Salmon Pinwheel — \$4.00-\$5.00/piece
- _____ Assorted California Rolls — \$6.00/piece
- _____ Asparagus Tartlet — \$4.00/piece

Served Hot

- _____ Spanakopita — \$4.00/piece
- _____ Thai Chicken Satay with Peanut Dip — \$4.00/piece
- _____ Wild Mushroom Phyllo Cups — \$4.00/piece
- _____ Goat Cheese Flatbread Pizza — \$4.00/piece

Miscellaneous Items

- _____ Soft Drinks — \$4.00-\$6.00/each
- _____ Bottled Juice — \$6.00-\$7.00/each
- _____ Coffee or Decaffeinated Coffee — \$50.00-\$60.00/gallon
- _____ Freshly Baked Brownies — \$48.00-\$50.00/dozen
- _____ Assorted Jumbo Cookies — \$47.00-\$48.00/dozen
- _____ Mixed Nuts or Trail Mix — \$7.00-\$11.00/person
- _____ Potato Chips — \$4.00/person

Will you be offering drink tickets (\$6.00-\$8.00 per ticket)/hosted beverages? _____ Yes _____ No

Number of Drink Tickets Requested (Amounts vary by choice of beverage): _____

ADDITIONAL COMMENTS