

# Event Request Form

(Please complete ONE request form for EACH event requested)

IMS 2010 • May 23-28, 2010 • Anaheim Convention Center • Anaheim, California



2010 INTERNATIONAL MICROWAVE SYMPOSIUM  
IEEE MIT-5 • MAY 23-28, 2010 • ANAHEIM, CALIFORNIA  
THE GOLDEN STATE OF MICROWAVES

## TWO WAYS TO SUBMIT YOUR EVENT REQUEST FORM

2 April 2010 Your Completed Event Request Form is due

E-MAIL  
[k.n.carr@ieee.org](mailto:k.n.carr@ieee.org)

FAX  
+1 732 465-6447

## EVENT CONTACT INFORMATION

Requestor: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

An acknowledgement of your request will be sent directly to you by the IMS Conference Management Staff.

## EVENT INFORMATION

Location Preference:  Convention Center  Hilton Anaheim

Event Name: \_\_\_\_\_

Max Attendance: \_\_\_\_\_ Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Sign Text: \_\_\_\_\_

Bill Meeting to: \_\_\_\_\_

## MEETING ROOM SETUP

Theater  Classroom  Conference  "U" Shape  Banquet Rounds

Head table for \_\_\_ people  Lectern  Other: \_\_\_\_\_

## AUDIO VISUAL REQUIREMENTS

Wired Microphone (#\_\_\_)  Wireless Microphone (#\_\_\_)  Data Projector  Screen  Laser Pointer

Flip Chart and Markers  Other: \_\_\_\_\_

## FOOD AND BEVERAGE

All meals and breaks will be chosen by the Conference Planner

Meal Description	Quantity	Start time	End Time	Budget	Comments
Breakfast					
Morning Break					
Lunch					
Afternoon Break					
Dinner					
Reception					
Bar Service					

## ADDITIONAL COMMENTS

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