



EXHIBITOR MEETING SPACE

**2006 SLA ANNUAL CONFERENCE
BALTIMORE, MD, JUNE 11 - 13**

Contact

Company Name

Telephone

Fax

E-Mail

- Check Enclosed (\$750)**
- Please Charge our (circle one)**
- Visa MasterCard American Express**

Card Number
Date

Expiration
Date

Name on Card

Address on Card

Signature

TIME BLOCKS

Locations:

Hyatt Regency Baltimore Convention Center

Sunday, June 11

Preferred Time: _____

Preferred Location: _____

Monday, June 12

Preferred Time: _____

Preferred Location: _____

Tuesday, June 13

Preferred Time: _____

Preferred Location: _____

**** See other side for listed times ****

GUIDELINES

- Reservations and payment must be made at the time of submission.
- Meeting space will be assigned on a first-come, first-served basis.
- This meeting space is available at the Hyatt Hotel and the Baltimore Convention Center, please specify.
- This event is only available to SLA exhibitors.
- All arrangements for food and beverage and additional audiovisual must be made in advance with the appropriate vendors.
- All costs for food and beverage and/or additional audiovisual must be paid to the contracting parties.
- If you need additional times and rooms, you will be charged twice.
- Confirmations will be sent in March/April along with menus and AV forms.
- Fill out form completely, once submitted, no changes to room setting. Uncompleted forms will not be processed.
- No refunds will be issued.
- INFO-EXPO Guide listing will not be guaranteed after Friday, April 1, 2006.
- All meeting space applicants will be provided with a podium, microphone and signage unless noted

REMINDER – Non-Conflict Times:

(No other sessions are to be scheduled during these times)

Sunday, June 11th

4:00 p.m. – 6:00 p.m.
(Networking Reception)

6:30 p.m. – 8:00 p.m.

(Opening Keynote Speaker)

Monday, June 12th

1:30 p.m. - 3:00 p.m.

(INFO-EXPO Networking)

9:30 a.m. – 11:00 a.m.

(Annual Business Meeting)

3:30 p.m. – 5:00 p.m.

(INFO-EXPO Networking)

Tuesday, June 13th

Time Blocks:

Please specify 1st, 2nd, and 3rd time choices on front page:

Sunday, June 11

8:00 a.m. - 9:30 a.m.
10:00 a.m. - 11:30 a.m.
12:00 p.m. - 1:30 p.m.
2:00 p.m. - 3:30 p.m.
8:30 p.m. - 10:00 p.m.

Monday, June 12

7:30 a.m. - 9:00 a.m.
9:30 a.m. - 11:00 a.m.
11:30 a.m. - 1:00 p.m.
3:30 p.m. - 5:00 p.m.
Other - _____

Tuesday, June 13

7:30 a.m. - 9:00 a.m.
11:30 a.m. - 1:00 p.m.
1:30 p.m. - 3:00 p.m.
Other - _____

Event Title: _____

Estimated Attendance: _____

Desired Room Setup: (circle one)

Boardroom

Banquet (Rounds)

U-Shaped

Reception

Theater

Classroom

Other - _____

Do you wish to have this event publicized?
(Final Conference Program and Online)

Yes

No

Will you be ordering additional AV?

Yes

No

Will you be ordering food and beverage?

Yes

No

Please return to:

Special Libraries Association

331 S. Patrick Street, Alexandria, VA 22314

Attn: DeVonne Henry—Fax @ 1.703.647.4901