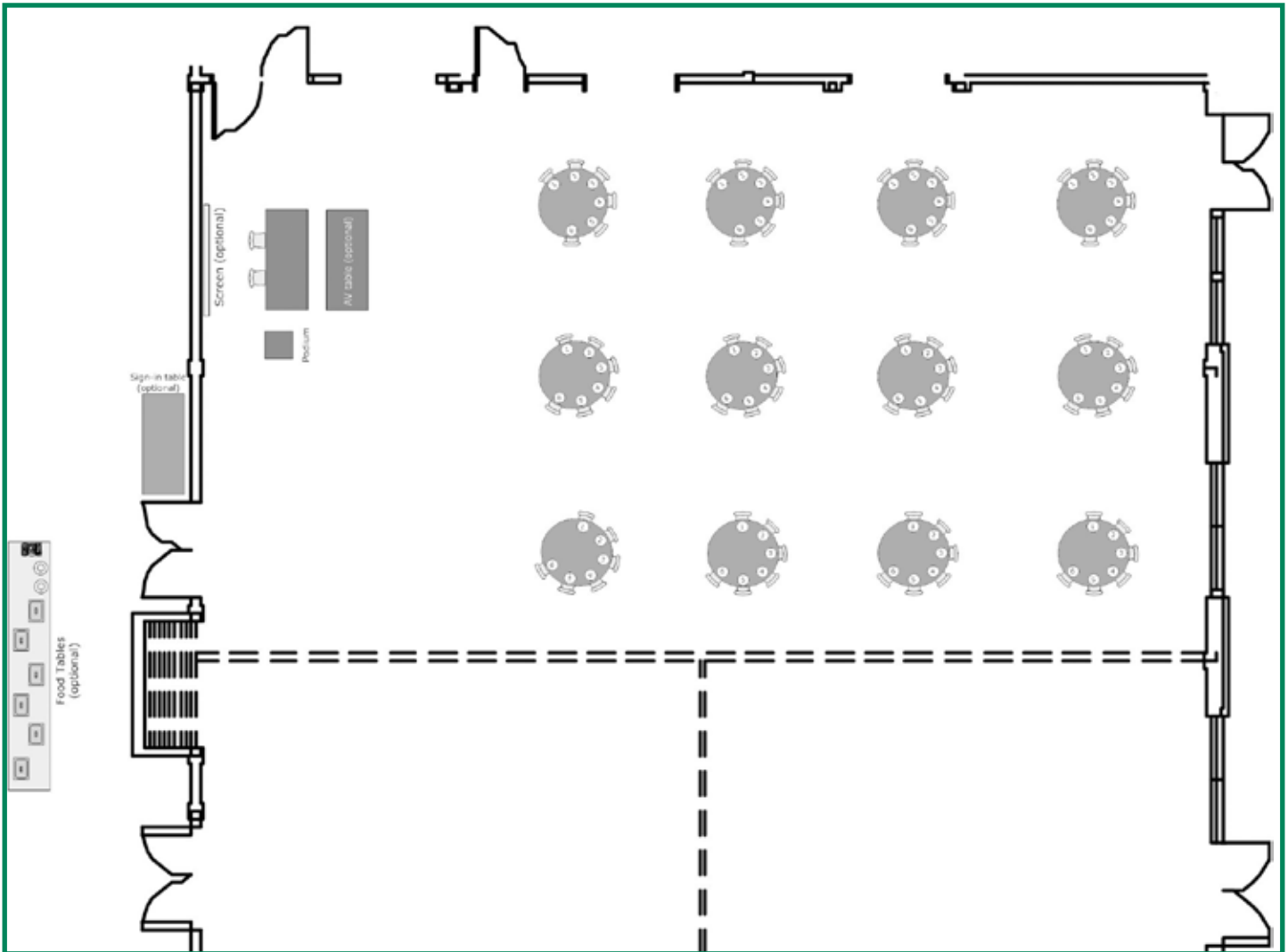




Standard Meeting - Half Room A



Seating/Tables

- tables
 round rectangle
 chairs per table
 Head table yes no
 chairs at head table
 Podium yes no
 Registration table yes no

Caterer being used: _____
 _____ catering tables

Audio/Video Needs

- Microphone yes no
 Screen yes no
 Projector yes no