

ASSOCIATED MEETING REQUEST

CNPS 2018 Conservation Conference
February 1-3, 2018, LAX Marriott, Los Angeles, CA
Pre-Conference Events January 30-31
conference.cnps.org



Please submit this form to cnps@cnps.org
before September 30, 2017

Overview

Associated meetings are gatherings of registered conference participants, convened by a working group, CNPS chapter, affiliated organization, committee, university, agency, or others interested in holding a meeting or social function in conjunction with the conference. Associated Meetings require advance request and approval. There is no charge for meeting space, however space is limited; please return this form before September 30, 2017 to assist CNPS in guaranteeing your group a space as we cannot guarantee meeting space that is requested after September 30.

Accommodations

The largest available meeting rooms can hold up to 240 people in a reception or theater format, 120 classroom-style, 60 in a conference format, or 160 for a banquet. A/V (projector/screen, etc.) can be ordered from the LAX Marriott or organizers can bring and set up their own. Food and beverage can also be ordered from the Marriott; outside food and beverages are not permitted for associated meetings. CNPS will provide A/V details and food/beverage menus upon request. If a room is not available at your preferred date and time, CNPS will work with you to find an alternative time for your meeting.

Meeting Information

Organization/Group

Type of Activity (e.g. luncheon, meeting, reception)

Title of Event

Event is Private/invite only Open to all conference attendees

Desired Meeting Date

Start Time

End Time

Estimated Attendance or Capacity

Preferred Seating Arrangement Theater (rows of chairs) Reception (scattered round tables and chairs)

Banquet (round tables and chairs) Conference/hollow square Classroom (rows of tables & chairs)

Event Will Require Food/beverages from LAX Marriott (no outside food/beverages are permitted for meetings)

A/V equipment from LAX Marriott N/A

Other special requests

Contact Information

Name

Address

City

State

Zip

Phone

E-mail
