



**Ancillary and Satellite Meeting/Events Application**

**CONTACT INFORMATION** (Please print clearly)

Date: \_\_\_\_\_ Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Organization/CompanyName: \_\_\_\_\_ Booth#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Country Code: \_\_\_\_\_  
Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**MEETING INFORMATION** (Meeting Space available from 8:00 am to 9:00 pm daily)

Name of Meeting / Event: \_\_\_\_\_  
Date(s) requested: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
Location of meeting / event requested:  
 IAAPA hosted hotel — Name of hotel: \_\_\_\_\_  Orange County Convention Center  
Purpose of meeting: \_\_\_\_\_  
Audience: (check all that apply):  
 IAAPA Attendees  Company Personnel  Other: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Will your meeting require signage?\*  Yes  No

Food Function:  Yes  No

Room Set (see samples on second page):  Rounds (10 ppl per Round Table)  Theatre  
 Hollow Square/Conference  Classroom  Other room set: \_\_\_\_\_

\*You are responsible for providing, setting-up, and removing your own meeting and directional signs.

\*\* If you require a different room set than above, an additional \$250 turnover fee will be charged.

(OCCC Only)

Upon completion and approval of the application, you will be contacted to submit payment. The fee per room assignment at the OCCC is \$250.00 per one (1) to four (4) hour increments, per day.

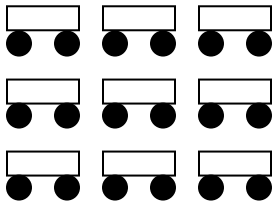
Return form by Friday, September 10, 2010 to: IAAPA c/o Diane Williams  
1448 Duke St., Alexandria, VA 22314 Fax: +1 703-836-4801, E-mail: [dwilliams@iaapa.org](mailto:dwilliams@iaapa.org)

**Administrative Use Only:**

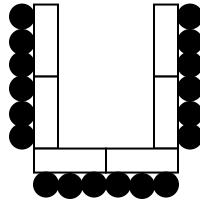
Date Received: \_\_\_\_\_ Approved: YES NO Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

# Meeting Room Set-up Diagrams

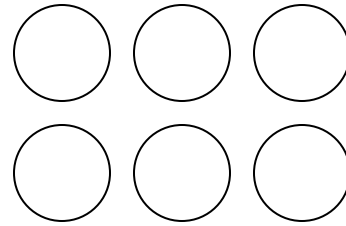
Classroom



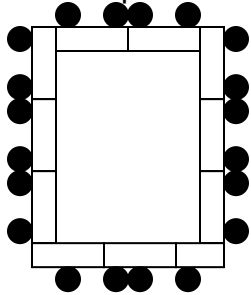
U-Shaped



Rounds  
(10 people per Table)



Hollow Square/Conference



Theater

