



IOSC 2011

The Science of Oil Spill Response

In Conjunction with Meeting Request Form

Contact Name _____

Organization _____

Mailing Address _____

Phone/Fax/Email _____

Name of Meeting _____

Do you wish to have your meeting posted on the hotel reader board? ___ yes ___ no

Date of Meeting _____

Time of Meeting _____

Number of People _____

Room Set-up* (select one)

___ *Boardroom*

___ *Classroom* (schoolroom tables facing front of room)

___ *Rounds* (banquet tables for 8 or 10 people)

___ *Reception*

___ *Hollow Square* (tables in a rectangle with open space in the middle)

___ *Theater*

* Room set-up/location can not be guaranteed, we will make best efforts to accommodate your request.

** Meetings will either be held at the Convention Center or the Doubletree Hotel Portland.

*** Meetings may be held Sun/Mon 8am – 5pm, Mon. 7pm – 9pm, Tues/Wed 5pm – 9pm, Fri. 8am – 5pm

All food & beverage and audio visual equipment must be ordered directly through the venue. You will be financially responsible for all charges. A confirmation of your room request will be sent on or about April 22, 2011.

Please return this form via fax: +1-202-331-0111 or e-mail: iosc@courtesyassoc.com by Monday, February 21, 2011.

If you have any questions about requesting a meeting room for a function during the International Oil Spill Conference, please contact: Telephone: +1-202-973-8689 E-mail: iosc@courtesyassoc.com