



IOSC 2024 Ancillary Meeting Request Form

Private Meeting Space Available

The International Oil Spill Conference (IOSC) provides a vital forum for professionals from the international response community, private sector, government, and non-governmental organizations to come together to tackle the greatest challenges facing us with sound science, practical innovation, social engineering, and imagination. Not only do we foster that community in our sessions and on the exhibit floor, we encourage your company to book a private meeting room where you can have more collaborative meetings with your colleagues.

Rooms are available at each of our hosted hotels and the convention center. If you wish to host your meeting at an IOSC hosted hotel (www.iosc.org/housing-info/hotel-information), please email Pam Chanthavongsa, event lead, at pamc@smithbucklin.com to request contact information for your specified hotel. This form is for ancillary requests at the Ernest N. Morial Convention Center New Orleans only.

Available non-conflicting dates and times for ancillary hosted meetings/events:

Monday, May 13:	6:00am – 5:00pm & 7:00pm – 11:00pm
Tuesday, May 14:	6:00am – 9:00am & 5:00pm – 11:00pm
Wednesday, May 15:	6:00am – 8:00am & 6:30pm – 11:00pm
Thursday, May 16:	6:00 am – 8:00am & 9:00pm – 11:00pm

Rates:

Staff Office:	\$500 / after April 1, \$850
Meeting/Event:	\$500 / after April 1, \$850

Rates are per room, per day. Any room re-sets (configuration changes, etc.) for additional days will be an additional fee of \$833 + labor, each.

Each room has a capacity limit. If your group size exceeds the capacity of one room, your rate will equal the total number of meeting rooms needed.

Example: Room holds 100 guests
Your event has 150 guests
You will be charged for two (2) meeting rooms at the daily rate

CONTACT INFORMATION

Company Name: _____

Primary Contact Name: (name of submitter): _____

Email: _____

Phone Number: _____



MEETING SPACE NEEDS & DETAILS

Title of Function: _____

Date(s) of Desired Function: _____

Time of Desired Function: _____

Please provide full time requested i.e. 7:00pm-10:00pm

Description/Purpose of Event: _____

The expected number of people in attendance: _____

Audience expected for event:

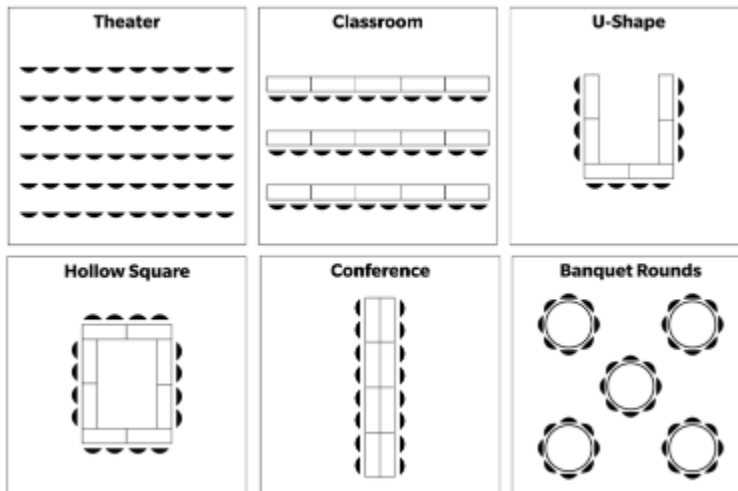
- Company personnel only
- IOSC attendees

Other:

Please indicate your desired room set:

- Theater
- Classroom
- U-Shape
- Hollow Square

- Conference (Boardroom)
- Reception (banquet rounds and highboys)
- Other (describe in comments section)



Will you need audio visual?

- Yes
- No
- Unsure at this time

Will you need food and beverage?

- Yes
- No
- Unsure at this time



Any additional comments about your submission?

Please include any additional, helpful information about your desired ancillary event.

Applicant Note Rules & Regulations

1. No events may take place without prior written approval by IOSC
2. Meetings/events are to be conducted in a manner that is consistent with the professional and educational nature of IOSC
3. All ancillary meeting requests will be reviewed/approved by IOSC Show Management. Upon receipt, IOSC will forward the information to your selected venue and send you facility contact information so that you may work directly with a representative from that venue.
4. IOSC assumes no responsibility for any costs (room re-sets, food & beverage, audio visual, etc) associated with the events held by your company in the space allocated. You must set up your own account with the facility/hotel and any service providers.
5. Attendance at all events is subject to capacity and design limitations set forth by the facilities fire and health code regulations.
6. Hosted events are to take place only in the assigned room or parlor. Hospitality in the adjacent foyer or hallway is not permitted unless approved in advance by IOSC Show Management.
7. IOSC reserves the right to review all meeting requests for the convention center and hotels participating during IOSC 2024.
8. No product displays or demonstrations are permitted in meeting rooms. Activities that conflict with the nature of the IOSC show are not permitted.
9. IOSC will not publish information, nor help solicit participation on any ancillary meeting.

By checking AGREE, you comply with the above terms.

Agree

Disagree

Submitter Signature

Name of Signee above / Date

Please return the completed form to info@iosc.org.