Meeting Request
254th American Chemical Society National Meeting
August 20 – 24, 2017 • Washington, DC

Submit this form by:
› Mail: ACS National Meetings, 1155 Sixteenth Street NW, Washington, DC 20036
› E-mail: foodandbev@acs.org
› Fax: 202-872-6128

ʊ Deadline: May 11, 2017
A $200 late fee will be applied to all requests received after May 11, 2017

Submit one form per event and complete all applicable sections to avoid processing delays.

Notification of Venue Assignments & Final Confirmations: Venue assignments, including instructions on how to make changes, submit reservation details (food and beverage, audio visual requirements, etc.) will be sent the week of May 24. All reservation details must be submitted by June 1st. Final confirmations, which will include your room assignment, will begin going out the week of June 14th. Signed final confirmations are due back to ACS Meetings on June 24th via PDF or via fax: 202-872-6128.

REQUESTOR INFORMATION

Organizing Group: __________________________________________________________
Confirm to: ________________________________________________________________
Onsite Contact: ___________________________________________________________
Address 1: ________________________________________________________________
Phone: __________________________ Fax: __________________________
Email: __________________________

Bill to: _________________________________________________________________
ACS/CAS Dept ID __________________________
Address 1: ________________________________________________________________
Phone: __________________________ Fax: __________________________
Email: __________________________

MEETING ARRANGEMENTS

Meeting name (how it will appear in published materials)

Who is invited to this meeting? 
☐ OPEN Meeting (All attendees) ☐ CLOSED Meeting (Invite only)

Would you like ACS to publicize your meeting? 
☐ YES, publicize it online and in the program

PLEASE NOTE: If not checked, ACS will not publicize/list your event.

Will you be ordering food & beverage for this event? Yes ☐ No ☐
☐ breakfast ☐ lunch ☐ dinner ☐ refreshments
Anticipated attendance? _______________

Check one: ☐ plated ☐ buffet

NOTE: Meeting rooms are assigned based on the estimated number of attendees and room set-up. Any increase/decrease in attendance or change in room set-up style may result in a room change based on available space. A change in room set-up style after the room has been assigned will be accommodated if possible but cannot be guaranteed due to space limitations.

**The Meetings Department has been asked not to schedule events on Monday, August 21st between 5-7 PM as we will continue to showcase The Fred Kavli Foundation Innovation in Chemistry Lecture. If your event falls within this day and time, we ask that you please reschedule**

Event START
Day: __________________________ Date: __________________________
Time: __________________________ AM / PM
Hotel Preference 1. __________________________ 2. __________________________ 3. __________________________

Room Set-Up: (Please indicate quantity where applicable)

☐ Conference ☐ Theatre ☐ Crescent Rounds ☐ Classroom (2 people per 6ft table)
☐ Hollow Square ☐ U-Shape ☐ Stage/Riser ☐ Extra Chairs for _______ people
☐ Head Table for _______ people ☐ Rounds of _______ ☐ Classroom (3 people per table) ☐ Other Set up: (diagram must be attached)

What are your audiovisual, telephone, and internet requirements? (Please indicate quantity where applicable)

☐ Lapel Mic __________ ☐ Computer __________ ☐ Computer/laptop port __________
☐ Table Mic __________ ☐ LCD Projector __________ ☐ Laser Pointer __________
☐ Podium Mic __________ ☐ Flipchart __________ ☐ Screen __________
☐ Speaker phone __________ ☐ Wireless Internet __________

☐ Other audiovisual equipment (please describe) __________