air
forum
CLEVELAND, OH
May 30 – June 2, 2023

Meeting Space Request Form

Affiliated Organizations are invited to meet and network at the AIR Forum. The deadline to submit a meeting space request is Friday, April 14, 2023. Meeting space is very limited. Please adhere to the established deadline. All meetings/events must be approved by AIR. Notifications of space assignments will be sent directly to the requestor.

* Affiliated Organization (AOs): are independent of AIR but share a common mission of data use for the improvement of higher education. While AOs are not chapters of or legally connected to the Association for Institutional Research, AIR values and invests in relationships with these organizations.

Please select from options below:

Regional Affiliated Organization	**State Affiliated Organization**	**International Affiliated Organization**
Thursday K 1; 5:30 pm - 6:15 pm	Thursday, K 1; 6:30 pm - 7:15 pm	Thursday, June 1; 6:30 pm - 7:15 pm

Organization Name:

Speaker or Facilitator:

Contact Name:

Contact Email:

Description of meeting:

Number of guests expected: Will food and beverage be served?

Meeting space set up: Standard meeting rooms are set with theater style seating. AV service includes: podium, microphone, projector and screen. Cost of additional AV will be at groups expense.

If you choose to serve food, we will connect you with the appropriate catering representative from the Huntington Convention Center of Cleveland.

Please note, when serving food (meals or receptions), the room will be set with banquet rounds and **does not include** AV equipment. If AV is required, it can be ordered at groups expense.