

## Meeting Space Request Form

Auxiliary Groups 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.

*Auxiliary groups: are Forum attendees with a shared interest in a specific area of knowledge, learning or technology that are not associated with AIR Affiliated Organizations or AIR Forum Sponsors. Each year, meeting space is reserved those interested in exchanging information and ideas about a shared area of interest with other AIR attendees. Hosting an Auxiliary Meeting is one of the best opportunities to discuss and learn with colleagues about topics of special interest to you.*

Wednesday May 31; 12:00 pm - 1:00 pm  
Thursday June 1; 11:30 am - 12:30 pm

Thursday June 1; 5:30 pm - 6:15 pm  
Thursday June 1; 6:30 pm - 7:15 pm

Organization Name:

Speaker or Facilitator:

Contact Name:

Contact Email:

Description of meeting:

Number of guest 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, 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.