



Meeting Space Request Form

Meeting Space Request Policy

Room assignment and hotel catering contact information (if needed) will be e-mailed to the contact person listed below. Schools/companies work directly with the hotel catering manager on catering arrangements. All catering, entertainment and décor fees and charges (excluding rental fee) will be paid directly to the hotel. The room rental of \$150/\$200 is payable to NCA and must be returned with this request form. **This request form with payment must be received by September 13, 2019.** Room assignments are made on a first paid, first assigned basis. Contact Kristin Yednock at kyednock@natcom.org with questions.

Contact Information

Contact Name: _____

Company/School: _____

Contact Phone: _____ Contact Email: _____

Meeting Space Information

- Thursday, November 14
- Friday, November 15
- Saturday, November 16
- Sunday, November 17

Expected # of guests in room at one time: _____

Beginning – Ending Time*: _____

- Boardroom/Conference Round tables

*Meeting space requests are limited to two and ½ hour increments.

Payment Information

- \$150 – NCA Departmental Members*/Convention Advertisers, Exhibitors, Sponsors
- \$200 – All other schools/companies

**Department membership must be current through December 1, 2019 to receive department members rate.*

___ Check (payable to the NCA)

___ Credit Card

Return To: Kristin Yednock at kyednock@natcom.org or mail/fax to National Communication Association, 1765 N Street, NW, Washington, DC 20036, 202-464-4622 phone/202-464-4600 fax. **This request form with payment must be received by September 13, 2019.**

Once this form is received you will be sent an e-mailed invoice with instructions on how to remit payment online.