

Program Deadline: December 6, 2006
ISA 2007 Annual Convention
Business Meeting or Workshop Request Form

Please print clearly or type all information.
 Please submit one copy of this form for each function

Should this be listed in the program? _____yes _____no

Group Name _____
Please print as it should appear in the Program

Meeting or Workshop Title _____
Please print EXACTLY as it should appear in the Program

Contact Name _____
This person is the person who will handle all of the catering and billing arrangements, if applicable.

Address _____

Phone _____ Fax _____

Email Address _____

Please indicate your 1st, 2nd, and 3rd choices:

	7:00 – 8:15 am or 7:30 – 8:15 am <i>(circle one)</i>	12:30 – 1:30 pm	5:45 – 6:30 pm or 6:00 – 7:00 pm <i>(circle one)</i>	7:00 – 8:00 PM or Other – please specify*
Tues. February 27	Available all day for workshops or meetings: specify start/end times Start: _____ End: _____			
Wed. February 28				
Thurs. March 1			Not Available	
Fri. March 2				
Sat. March 3				

*Includes editorial boards, groups of 10 or less, requesting other times/dates.

Estimated Attendance: _____ Catering required? ** _____yes _____no

Audio Visual Equipment Required? ** _____

** If catering and/or audio visual services are required, ISA Staff will contact you to discuss arrangements and costs. Affiliates will be asked to submit a credit card authorization form for billing purposes.

Will your university/company/organization also be hosting a reception? _____yes*** _____no

*** (If yes, please accompany with Reception Request Form)

Meeting Room Rental Fee - circle one (ISA will send you an invoice after event is confirmed):

Daytime Event, no catering	No Charge	Daytime Event with catering \$100.00 USD
Evening Event, no catering	\$100.00 USD	Evening Event with catering \$150.00 USD
Event Sign (optional)	\$60.00 USD	Check here to request event sign: _____

(Sign price increases to \$77.00 after 1/6/07)

Please note

By submitting this application for meeting space during the ISA Annual Meeting, the affiliate group agrees to abide by ISA's policy that limits the distribution or posting of flyers advertising meetings or receptions to the designated areas in ISA Registration. ISA will provide and identify Display Tables at the Hilton Chicago (host hotel) in a central location for the purpose of advertising events, or distributing pamphlets or announcements. Posting flyers in public areas of hotels is strictly prohibited in signed agreements between ISA and meeting facilities. Thank you for your cooperation.

Return form via fax, mail, or email to:
International Studies Association
Attn: Jeanne White, CMP
Convention Manager
324 Social Sciences University of Arizona
Tucson, AZ 85721
Phone: 520-621-2327 Fax: 520-621-5780
Questions? Jeanne@u.arizona.edu

For office use only

Day:	Time:	Room:
Catering:	Rec'd:	MRR:
CC Auth:	Confirmed:	Sign: