

Program Deadline: December 6, 2006

### ISA 2007 Annual Convention

### Reception 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*

Reception 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices:

	6:00 – 7:00 pm	6:30 – 7:30 pm	7:00 – 8:00 pm
Wed. February 28			
Thurs. March 1	<i>Not available</i>	<i>Not available</i>	
Fri. March 2			
Booth Reception	Contact ISA Convention Manager for availability		

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. You will then be asked to submit a credit card authorization form for billing purposes.*

Will your university/company/organization also be hosting a Business Meeting? \_\_\_\_\_yes\*\*\* \_\_\_\_\_no

\*\*\* (If yes, please accompany with Business Meeting 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 01/06/07)

**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](mailto:Jeanne@u.arizona.edu)**

For office use only

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