



THE 109<sup>th</sup> AFWA ANNUAL MEETING  
September 22 –25, 2019  
InterContinental Riverfront Hotel ♦ Saint Paul, MN

## RELATED MEETING REQUEST INSTRUCTIONS

Related meeting requests are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the 109<sup>th</sup> AFWA Annual Meeting.

- ♦ **The Plenary Session is scheduled for Monday, September 23rd from 8:00 a.m. – 10:00 a.m. Related meetings will not be scheduled during this time.**
- ♦ Please use the enclosed form and provide all of the requested information; especially identifying meetings that shouldn't overlap.
- ♦ Meeting room space is limited; **requests for meeting space will be handled in the order they are received**. First choice options for date and time may not always be possible. Please indicate a "second choice" in the space provided on the form.
- ♦ We will be placing most meetings in permanently set rooms, to minimize hasty and disruptive turnovers, so meetings might be somewhat overset.
- ♦ Every effort will be made to accommodate all meeting/function setups as requested, but priority will be given to meetings and functions requested by the deadline.
- ♦ The initial schedule-at-a-glance and program information will be available at [www.afwaannualmeeting.org](http://www.afwaannualmeeting.org) beginning in early June, 2019. Updates will be made on a regular basis.
- ♦ Specific room assignments for related meetings and other functions will not be assigned or published until closer to the event date. A detailed printed program will be available onsite.
- ♦ Specific arrangements for any events involving food and beverage are to be coordinated directly with the hotel. Information regarding menus, a/v, and set up needs will be sent with a confirmation.
- ♦ Please also note that **all related meeting participants must pre-register** for the Conference, which will be available online via the website, starting in June. Please inform all meeting/function members of this policy.
- ♦ **Association of Fish and Wildlife Agency Committee Meetings will be scheduled by Cindy Delaney via the Association staff. Questions or concerns should be directed to [cindy@delaneymeetingevent.com](mailto:cindy@delaneymeetingevent.com).**
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:  
**Email to:** [meg@delaneymeetingevent.com](mailto:meg@delaneymeetingevent.com).  
**For questions, call:** 802-865-5202



ASSOCIATION of  
FISH & WILDLIFE  
AGENCIES

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## RELATED MEETING REQUEST FORM: **DUE 6/03/19**

### 1. CONTACT INFORMATION:

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name and email of person in charge of the details for meeting or function:  
(if different than contact person above) \_\_\_\_\_

### 2. PROGRAM INFORMATION:

Name of Meeting (as it should appear in the published program):  
\_\_\_\_\_

\_\_\_ Please list as "by invitation only" in the program.

\_\_\_ Please **DO NOT** list the meeting in the printed or online program.

Type of Activity: \_\_\_ meeting \_\_\_ reception \_\_\_ breakfast \_\_\_ lunch \_\_\_ dinner

1<sup>st</sup> Choice Date:  Sun 9/22  Mon 9/23  Tues 9/24  Wed 9/25  Thu 9/26

1<sup>st</sup> Choice Time (start/end): \_\_\_\_\_

2<sup>nd</sup> Choice Date:  Sun 9/22  Mon 9/23  Tues 9/24  Wed 9/25  Thu 9/26

2<sup>nd</sup> Choice Time: (start/end): \_\_\_\_\_

List any meetings with which you would prefer not to overlap or must not conflict:  
\_\_\_\_\_

### 3. SET UP INFORMATION:

Estimated Group Size: \_\_\_\_\_

Preferred Seating: Note: Group size is limited with some seating arrangements.

a.  theater (rows of chairs only)

b.  conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_

c.  U-shape (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_

d.  banquet (round tables and chairs)

e.  reception (scattered round tables and chairs)

f.  head table for: \_\_\_\_\_

g.  standing podium

Audio-Visual needed?  Yes  No If yes, please indicate your needs here (e.g., projector and screen, wi-fi, flip chart)  
\_\_\_\_\_

Food or beverage?  Yes  No

Please indicate whether or not you want to include any refreshments during your function (Instructions for ordering will be sent with your confirmation.)

**Submit by June 3, 2019:** Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401  
**Email to:** meg@delaneymeetingevent.com. **For questions call:** 802-865-5202