

# Committee and Meeting Room Request

SRM/WSSA 2010 Joint Annual Meeting

February 6 – February 11, 2010

Sheraton Denver Downtown

Denver, Colorado

All committee and group meetings needing a space and time to meet must request scheduling in order to have space reserved. If we receive your request by July 1, 2009 we will attempt to meet your preferred meeting time and we will include your meeting in the published program. This should also allow us to include a tentative listing of committee meetings in the Pre-Convention Trail Boss. **All groups will be expected to provide any audio/visual equipment needed for their meeting.**

Please provide the following information:

**Note:** If you have specific “room setup” requirements, please note them in the “Special Requests” section below.

<b>Committee or Group Name:</b>		
<b>Meeting Date</b>	<b>Time of Day</b>	<b>Meeting Length (hours)</b>
(1 <sup>st</sup> choice)	(1 <sup>st</sup> choice)	
(2 <sup>nd</sup> choice)	(2 <sup>nd</sup> choice)	
(3 <sup>rd</sup> choice)	(3 <sup>rd</sup> choice)	
<b>If your meetings need to occur over several days, please list which days and how many hours for each day:</b>		
<b>Date:</b>	<b>Hours:</b>	
<b>Date:</b>	<b>Hours:</b>	
<b>Date:</b>	<b>Hours:</b>	
<b>Date:</b>	<b>Hours:</b>	
<b>Date:</b>	<b>Hours:</b>	
<b>Chair Name and Address:</b>	<b>Phone:</b> <b>Fax:</b> <b>Email:</b>	<b>Number Attending:</b>
<b>Special Requests (facilities, room arrangements, etc.):</b>		
<b>List any groups or meetings that might be in conflict with participation at this meeting:</b>		
<b>Send this form to:</b> Kimberli Stine 501 W. Felix, Bldg 23 Ft. Worth, Texas 76115	<b>Phone: 817-509-3318</b> <b>Fax: 817-509-3337</b> <b>Email: <a href="mailto:kimberli.stine@ftw.usda.gov">kimberli.stine@ftw.usda.gov</a></b>	