



# Meeting Room Request Form

Friday, October 28 — Tuesday, November 1, 2022

Please return to STAFDA by Friday, October 7, 2022

Fax: 262/784-5059 or email: [ghfoley@stafda.org](mailto:ghfoley@stafda.org)

Company: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City, State/Province, Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Meeting Specs

Please rank meeting choice options. Only meeting space at the San Diego Convention Center is complimentary.

- Horton Grand
- Marriott Marquis
- Omni San Diego
- San Diego Convention Center

Meeting Date: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Room Set-Up (e.g. classroom, U-shaped, theater, reception, etc.):  
\_\_\_\_\_

A/V Requirements: \_\_\_\_\_

(If A/V is needed, the facility's in-house A/V department will contact you.)

Catering Required:  Yes  No

(If "yes," the facility's catering department will contact you.)

## Available Meeting Times

Company meetings, hospitality parties, and entertaining are allowed only during times that do not conflict with STAFDA events. (See page 3 for details.)

### Available times:

**Friday, October 28:** All day

**Saturday, October 29:** All day

**Sunday, October 30:** Noon — 6:00 p.m.

**Monday, October 31:** Morning until 8:45 a.m.; 11:00 - 11:45 a.m.; after 5:00 p.m.

**Tuesday, November 1:** 6:30 — 9:15 a.m.; and after 2:00 p.m.

**Wednesday, November 2:** All day  
(Hotels only; no space at Center)

## STAFDA Use Only:

Meeting Room: \_\_\_\_\_

A/V Info: \_\_\_\_\_ Catering: \_\_\_\_\_