

### General Information

- SLAS has allocated blocks of time during LabAutomation2011 for informal meetings and events to avoid conflicts with official LabAutomation2011 programs or events. Unfortunately, requests outside these timeframes cannot be accommodated.
- All meeting space is contractually controlled by SLAS during the annual meeting. All calls to the hotel or convention center will be directed to SLAS for approval and assignment.
- Your meeting can be listed in the *Final Program* if your request is received before **November 12, 2010**. Requests after that date will either be listed in the *Final Program* or the addendum page depending on timing/availability.
- Meeting space confirmations and additional information will be emailed within one week of receiving completed form. *Confirmations will begin October 12, 2010.*
- Space is assigned on a first-come, first-served basis. We will do our best to accommodate your chosen time; however, please indicate a second choice in case your first preference is not available.
- Meeting space availability is limited. Please submit requests early. **Complete one form per function.**

### Approved Meeting Times - *Subject to Minor changes*

Saturday, January 29	Sunday, January 30	Monday, January 31	Tuesday, February 1	Wednesday, February 2
7:00 – 8:30am	7:00 – 8:30am	7:00 – 8:30am	7:00 – 9:00 a.m.	7:00– 9:00 a.m.
12Noon – 1:00 p.m.	12Noon – 1:00 p.m.	12:30pm – 3:00 p.m.*	12:30pm – 3:00 p.m.*	
After 4:30pm		After 6:30pm	After 6:30pm	

\*Note: Poster Sessions are scheduled for 1:00pm – 3:00pm

### Pricing Information

Type of Event:	Cost:
Internal Sales Meeting ( <i>no LabAutomation2011 attendees invited</i> )	\$150 per meeting
Hosted Meeting ( <i>LabAutomation2011 attendees will be invited</i> )	\$500 per meeting
Evening event (after 6:30pm)	No charge from SLAS, but hotel will charge accordingly

### Room Set-up Information

Please provide as much preliminary meeting information as possible, so the appropriate size room can be assigned to you. To best use the limited space available, the suggested seating and room sets below will be used in the event that a room set style is not indicated. Other room sets styles are available upon request and will be accommodated if possible. Because the rooms are used for multiple meetings throughout the day, the room you receive may be slightly larger than you need but never smaller, and you may need to utilize an existing set in a room if timing is tight (you would be advised of this at the time of booking).

#### Number of Attendees

2–20 people  
21–35 people  
35+ people  
35+ people

#### Suggested Room Set

Conference style (chairs around a long table)  
Hollow square or U-shape (chairs around a square table with square space in center)  
Theater style (chairs only with head table)  
Classroom style (rows of tables with chairs at each)

### Communication and Confirmation of Meeting Services and Needs *Confirmations will begin October 12, 2010.*

After space is assigned and confirmed with the event contact person, all arrangements and payment for services (audiovisual equipment, food or beverage service, etc.) should be made directly with SLAS contracted suppliers. Supplier contact names and telephone numbers will be provided to the event contact upon confirmation.

**Cancellation Policy:** Meeting Space cancellations are eligible for a full refund less a \$50 processing fee.

**Questions?** Please email Amy McGorry, SLAS Manager of Events and Education at [amcgorry@slas.org](mailto:amcgorry@slas.org) or via telephone at 630.256.SLAS (7527). **Fax completed form to Amy McGorry at 630.741.SLAS (7527).**

# LA11 EXHIBITOR MEETING SPACE REQUEST FORM

(Submission Deadline: **Monday, November 12, 2010** (for inclusion in *Final Program*))

Complete one form for each meeting needed.

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## Contact Information

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

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

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## Function Information

Official function name: \_\_\_\_\_

*The above name will be used in all correspondence and in any subsequent listings.*

- Type of Meeting:  Internal Sales Meeting during the day (no LabAutomation2011 attendees invited) - \$150  
 Hosted Meeting/Event during the day (LabAutomation2011 attendees will be invited) - \$500  
 Evening Event (after 6:30pm) – no charge from SLAS, but hotel will charge a fee

Are you charging a fee for guests to attend?  Yes  No

Using the Approved Meeting Times grid on pg. 1 as a guide, please indicate your meeting date/time preferences:

1st Preference Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

2<sup>nd</sup> Preference Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Function is:  Invitation only  Open to all  Onsite/Final Program promotion:  Post  Do not post

Hotel to Post on Reader Boards:  Post  Do not post

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## Meeting Room Requirements

Room Set Ups:

- Banquet rounds (10 people per round table)  Reception (limited seating)  
 Conference (20 maximum chairs around one solid table)  Hollow square (35 max around tables arranged in a square)  
 Classroom (lecture-style with tables in front of the chairs)  Theater (lecture-style, no tables)  
 Other: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Will you require Food & Beverage?  Yes  No

Other requirements:

Podium  Head table for \_\_\_\_ people  Table for material (quantity: \_\_)  Other: \_\_\_\_\_

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## Payment Information (See guidelines)

Check/money order enclosed (payable to Association for Laboratory Automation) Amount Due: \$ \_\_\_\_\_

Credit card payment: Circle: VISA / MC / AMEX Card#: \_\_\_\_\_

Expires: \_\_\_\_\_ Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please send check payments to: SLAS, PO Box 485, LaGrange, IL 60525-0485 Please fax CC payments to: +1.312.541.0573**



The Society for Laboratory Automation and Screening (SLAS) is a new non-profit scientific organization uniting the Society for Biomolecular Sciences (SBS) and the Association for Laboratory Automation (ALA). The SLAS mission is to be the preeminent global organization providing forums for education and information exchange to encourage the study of, and improve the science and practice of, laboratory automation and screening.

