



## IEEE AUTOTESTCON 2017 Ancillary Meeting Room Request

IEEE AUTOTESTCON 2017 will accommodate your company or organization's "ancillary" or associated meetings at the Renaissance Schaumburg Hotel and Convention Center on a first-come, first-served basis, for exhibitor organizations only, with some exceptions for IEEE or official government meetings. Ancillary meeting rooms may not be used for product displays or demonstrations in lieu of an exhibit booth. Ample ancillary room availability is expected, but cannot be guaranteed, so reserve your rooms soon. Meeting room fees are \$250.00 per day. Arrange your desired A/V & Food/Beverage service through the Point of Contact listed below. Room set-up charges are free for standard conference/meeting set-up; custom setups may incur a fee. Rooms are available from Sunday, September 10 through Thursday, September 14.

The Renaissance Schaumburg Hotel can accommodate breakfast meetings, after-hours meetings and private receptions, technical workshops, and other activities. Full catering menus are available from which to choose, as well as a variety of set-ups for your meeting.

Space may be available to accommodate up to several hundred people (a special evening reception, for example).

Please submit a separate request for each day of your planned function(s).

**Requested Day-Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street address or PO Box, City, State, Zip

**Contact: Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Credit card for room charge:** \_\_\_\_\_ **Exp** \_\_\_\_/\_\_\_\_

**Type of card:** MC \_\_ VISA \_\_ AmEx \_\_ **Name on card:** \_\_\_\_\_

**Type of function:** \_\_\_\_\_

Sales meeting, customer reception, etc

**Number of people:** \_\_\_\_\_ **Room set-up:** \_\_\_\_\_

(Conference, Theatre, Classroom, Reception)

**Audio-Visual equipment needed:** \_\_\_\_\_

**refreshments/food service needed:** Yes \_\_\_\_ No \_\_\_\_

**For menu information** or other issues contact:

Bob Rassa, Raytheon, RCRassa@Raytheon.com

For questions call 310-985-4962

Send this form to RCRassa@Raytheon.com; or fax to 410-941-5087