



VAM23™

National Harbor, MD • June 14-17

**Gaylord National
Affiliate Meeting
Space Request
DEADLINE: MAY
10, 2023**

Meeting Information

Association/Group:		Contact:		
Address:		City:	State:	Postal Code:
Phone:		Fax:	Email:	
# Attending:	Date/Day of Function:	Start Time: AM/PM:	End Time:	AM/PM:

Official Function Listing for Onsite Program:

Type of Function

Breakfast Lunch Dinner Reception Meeting Only

Room Set

Banquet Classroom Conference Head Table (# ____) Hollow Square U-shape
 Podium w/microphone Reception Theater Other (explain):

Audiovisual

None LCD Projector Screen Podium w/mic Laser Pointer Laptop
 Easel(s) #: _____ Flip charts w/ markers (#): _____ Internet (Wired or Wi-Fi)
 Polycom Conference Phone Other (explain): _____