



2015 International Chemical Congress of Pacific Basin Societies  
December 15 - 20, 2015 \* \* \* Honolulu, Hawaii, USA

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**REQUEST FOR SPECIAL MEETINGS OR EVENTS AT PACIFICHEM 2015**

Send Completed Form by fax [202-776-8044] or email [d\_ruddy@acs.org]

**SPACE IS ASSIGNED ON A FIRST-COME, FIRST-SERVE BASIS. SPACE IS LIMITED.**

- CHECK HERE IF THIS IS A PRIVATE FUNCTION (NOT PUBLICIZED)  
 CHECK HERE IF THIS EVENT SHOULD BE ANNOUNCED TO ALL REGISTRANTS

**NAME OF EVENT:**

**NAME OF GROUP:**

**REQUESTED DAY/DATE:**

**SYMPOSIUM # [if applicable]**

**TIME OF EVENT: START:**

**END:**

**TYPE OF EVENT:**

- |   |  |         |
|---|--|---------|
| <input type="checkbox"/> Reception [hosted] | <input type="checkbox"/> Reception [cash bar]        | Meeting |
| <input type="checkbox"/> Meal               | <input type="checkbox"/> Refreshments [coffee break] | Other   |

**PREFERRED LOCATION:**

**ESTIMATED ATTENDANCE:** \_\_\_\_\_ persons

**ROOM SETUP:**

- |  |   |               |
|--|---|---------------|
| <input type="checkbox"/> U-Shape                             | <input type="checkbox"/> Rounds           | Hollow Square |
| <input type="checkbox"/> Conference table                    | <input type="checkbox"/> Reception [flow] |               |
| <input type="checkbox"/> Other [attach diagram or describe]: |   |               |

**BUDGET AVAILABLE FOR THIS EVENT:** \$ \_\_\_\_\_

Other budget notes:

**SPECIAL REQUIREMENTS** [i.e., Projection Equipment; tables, chairs, easels, screen, computer, etc.]:

**CONFIRM ARRANGEMENTS TO:**

Name of Contact:

Address:

Telephone:

E-mail:

Fax:

**METHOD OF PAYMENT ONSITE:**

Check

Cash

Credit Card