### DEPARTMENT OF ADMINISTRATION

### CONFERENCE CENTER

Telephone (317) 233-3117

Fax (317) 233-0011

[conference@idoa.in.gov](mailto:conference@idoa.in.gov)



# REQUEST FOR ROOM RESERVATION

State Form 45292 (R15 / 7-20)

Room reservations are filled on a first-come, first-served basis. This form is only a request and does not guarantee a room until it is processed and confirmed by the Conference Center.

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| We are not staffed as a full-service conference facility. Your careful attention to detail in the planning stages is very important. We also do not have the full range of equipment that can be found in a full-service facility. Please be mindful of this and request only the equipment that you really need. We will do our best to handle your request, but there may be times when you will have to go to a vendor to rent equipment. | | | | | | | | | | |
| Name of Agency Sponsoring Event | | | | | Division | | Section | | | |
| Contact Person | | | | | Telephone Number | | Fax Number | | | |
| Address *(Building and Room Number)* | | | | | E-mail | | | | | |
| Name of Event | | | | | | | | | | |
| Date of Event *(month, day, year)* *(Please include alternate dates.)* | | | | Please Include Alternate Dates *(month, day, year)* | | | | | | | |
| Event Start Time        AM      PM | | | | Need access before start?        AM       PM | | | | | | | |
| Event End Time        AM      PM | | | | Need access after end?        AM       PM | | | | | | | |
| **If you plan to serve food or have displays, it must be approved by the Conference Center.** *(See Use Agreement for food restrictions.)*  Food Service Planned ***(as outlined in the Use Agreement)***        Displays Planned  State of Indiana Cafeteria Vendor  Using Other Licensed Caterer *(please specify)*  \*\* Your agency is responsible for ordering their own catering services. | | | | | | | | | | | |
| Event takes place prior to 7:30 am or ends after 5:00 pm during a work day. **Building Access Policy Applies, see website for details.**  Event takes place over a weekend or holiday. **Building Access Policy Applies, see website for details.**  State employees who do not normally park in the garages will be attending. \*\* It is your responsibility to be aware of the parking lot availability and arrange for any special accommodations. You may contact them at 317-234-1536 or e-mail [ParkingServices@idoa.IN.gov](mailto:ParkingServices@idoa.IN.gov). | | | | | | | | | | | |
| Set Up Requested **Total Number of People Attending:\_\_\_     \_\_\_**  Conference (closed or hollow square)  Horseshoe  Horseshoe #       + Audience #  Horseshoe #       + Classroom #  Groups (2-4 tables grouped together)  Theatre / Audience  Classroom (seated at tables)  Hearing Style (include diagram)  Head table #  Food Service Table #  Registration Table #  Display Table #       *(limitations apply)*  Special arrangement *(include description)* | | | Equipment Requested *(\*limited amount only)* **\*\* Wireless Internet (Wifi) now available *(See website for details.)***  Conference Phone (Polycom)  Podium w/ Microphone  \*DVD/Monitor  Podium w/out Microphone  Easel  Powerstrip  Extension Cord  Screen  Flipchart        Speaker Phone (\*checkout)  Laser Pointer (\*checkout)  Telephone  LAN Connection  VCR/Monitor  (CC)  \*Lapel Microphone #        Whiteboard (\*checkout)  Microphone (to amplify) #  Mixer  \*Mult Box \* Markers/Speakerphone at Office  Other: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\* The conference center does not have any LCD projectors or laptops (used for PowerPoint Presentations) for use in any of our rooms (except Auditorium). Your agency will need to provide.** | | | | | | | | |
| Special Request / Special Arrangement / Room Diagram: | | | | | | | | | | | |
| **AUDITORIUM REQUEST ONLY: Total Number of People Attending:**  Podium w/out Microphone  Lapel Microphone #        VCR  Podium w/ Microphone   PowerPoint Presentation (use our system, bring disk/laptop)  Laser Pointer  Head Table for #         Internet Presentation (use our system)  Mult Box  Microphone for Head Table #        Floor Microphone #  Tables in Atrium for Food #        Tables in Atrium for Registration #  **\*PowerPoint:** We have PowerPoint 2007. This software will read PowerPoint 97-2003, and 2007. Please use a CD or flash drive to download your presentation; you may also connect your laptop directly into the system. For a better presentation of this particular room, do not use a dark background on your slides.  **You may stop by the office to check out a remote-mouse (if needed).** | | | | | | | | | | | |
| **CONFERENCE CENTER OFFICE USES ONLY** | | | | | | | | | | | |
| Date Received *(month, day, year)* | Problems, if any, were addressed by: | | | | |  | |  | Confirmation Sent |  | |
| Date Complete *(month, day, year)* | Room(s) | Staff | | | |  | |  |  |  | |