



REQUEST FOR ROOM RESERVATION

State Form 45292 (R16 / 2-26)

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.

DEPARTMENT OF ADMINISTRATION

CONFERENCE CENTER

Telephone (317) 233-3117

conference@idoa.in.gov

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 _____
- Using cafeteria
- 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 317-232-6268 or e-mail ParkingServices@idoa.IN.gov.**

<p align="center">Set Up Requested</p> <p>Total Number of People Attending: _____</p> <p><input type="checkbox"/> Conference (closed or hollow square)</p> <p><input type="checkbox"/> Horseshoe</p> <p><input type="checkbox"/> Horseshoe # _____ + Audience # _____</p> <p><input type="checkbox"/> Live Streaming Setup # _____</p> <p><input type="checkbox"/> Groups (of 6, 8, 10 guests) _____</p> <p><input type="checkbox"/> Theatre / Audience</p> <p><input type="checkbox"/> Classroom (seated at tables)</p> <p><input type="checkbox"/> Hearing Style (include diagram)</p> <p><input type="checkbox"/> Head table # _____</p> <p><input type="checkbox"/> Food Service Table # _____</p> <p><input type="checkbox"/> Registration Table # _____</p> <p><input type="checkbox"/> Display Table # _____ (limitations apply)</p> <p><input type="checkbox"/> Special arrangement (include description)</p>	<p align="center">Equipment Requested -- limited quantities available</p> <p><input type="checkbox"/> Monitor w/ HDMI _____ * Markers at Office</p> <p><input type="checkbox"/> OWL</p> <p><input type="checkbox"/> Easel</p> <p><input type="checkbox"/> Flipchart _____</p> <p><input type="checkbox"/> Mult Box & Mixer</p> <p><input type="checkbox"/> Handheld Mic</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Podium w/ Microphone</p> <p><input type="checkbox"/> Podium w/out Microphone</p> <p><input type="checkbox"/> *Lapel Microphone # _____</p> <p><input type="checkbox"/> Extension Cord _____</p> <p><input type="checkbox"/> Power strip _____</p> <p><input type="checkbox"/> Whiteboard (*checkout)</p>
<p align="center">If your meeting requires livestreaming, the Conference Center MUST be made aware at time of reservation.</p> <p align="center">Specific livestreaming questions should be directed to idoavideosupport@idoa.in.gov</p>	

Special Request / Multiple Dates / Special Arrangement / Room Diagram:

AUDITORIUM REQUEST ONLY: Total Number of People Attending: _____

- | | |
|--|---|
| <input type="checkbox"/> Podium w/out Microphone | <input type="checkbox"/> Lapel Microphone # _____ |
| <input type="checkbox"/> Podium w/ Microphone | <input type="checkbox"/> PowerPoint Presentation (use our system, bring flash drive / laptop) |
| <input type="checkbox"/> Head Table for # _____ | <input type="checkbox"/> Mult Box |
| <input type="checkbox"/> Microphone for Head Table # _____ | <input type="checkbox"/> Floor Microphone # _____ |
| <input type="checkbox"/> Tables in Atrium for Food # _____ | <input type="checkbox"/> Tables in Atrium for Registration # _____ |

Please use a state issued laptop or flash drive to download your presentation; you may also connect your laptop directly into the system.