

IEEE AUTOTESTCON 2015

November 2-5, 2015 ★ National Harbor, Maryland

Gaylord National Convention Center



IEEE AUTOTESTCON 2015 Ancillary Meeting Room Request

IEEE AUTOTESTCON 2015 will accommodate your company or organization's "ancillary" or associated meetings at the Gaylord Hotel & Convention Center on a first-come, first-served basis. Ample ancillary room availability is expected, but cannot be guaranteed, so reserve your rooms soon. Meeting room fees are \$200.00 per day or \$100 per half-day. Arrange your own 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, November 1 through Thursday, November 5.

The Gaylord 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.

Rooms 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.

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** ___/___ **CVV** _____

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, 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