



# Wildlife Management Institute

82<sup>ND</sup> NORTH AMERICAN  
WILDLIFE & NATURAL RESOURCES CONFERENCE  
March 5 – March 10, 2017  
The Davenport Hotel ♦ Spokane, WA



## RELATED MEETING REQUEST INSTRUCTIONS

- ♦ **Related meeting requests are now being accepted for committees and working groups, universities, organizations, agencies, and others interested in holding a meeting or social function in association with the 82<sup>nd</sup> North American Conference.**
- ♦ Please use the enclosed form and provide all of the requested information; especially identifying meetings that shouldn't overlap.
- ♦ Meeting room space is limited; *requests for meeting space will be handled in the order they are received.* First choice options for date and time may not always be possible. Please indicate a "second choice" in the space provided on the form.
- ♦ The Plenary Session is scheduled for Wednesday, March 8<sup>th</sup> from 8:30 – 10:00 a.m., and concurrent Special Sessions will immediately follow from 10:00 a.m. – 12:00 p.m. Related meetings will not be scheduled during these times; *no exceptions.*
- ♦ We will be placing most meetings in permanently set rooms, to minimize hasty and disruptive turnovers, so most meetings will be somewhat overset.
- ♦ Every effort will be made to accommodate all meeting/function setups as requested, but priority will be given to meetings and functions requested by the deadline.
- ♦ The initial schedule-at-a-glance and program information will be available by mid-December at [www.wildlifemanagementinstitute.org](http://www.wildlifemanagementinstitute.org). Updates will be made on a regular basis.
- ♦ Specific room assignments for related meetings and other functions will not be assigned or published until closer to the event date. A detailed printed program will be available onsite.
- ♦ Specific logistical arrangements, including room set-up and food and beverage are to be coordinated directly with the hotel. Information regarding menus, a/v, and set up needs will be sent with a confirmation.
- ♦ Please also note that ***all related meeting participants must pre-register*** for the Conference, which will be available online via the website, starting in December. Please inform all meeting/function members of this policy.
- ♦ Association of Fish and Wildlife Agency Committee Meetings will be scheduled by Cindy Delaney via the Association staff. Questions or concerns should be directed to [cindy@delaneymeetingevent.com](mailto:cindy@delaneymeetingevent.com).
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:  
**Fax to:** 802-865-8066  
**Email to:** [caitlin@delaneymeetingevent.com](mailto:caitlin@delaneymeetingevent.com).  
**For questions, call:** 802-865-5202



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## RELATED MEETING REQUEST FORM

### 1. CONTACT INFORMATION:

Contact Person: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Name and email of person in charge of the details for meeting or function:  
(if different than contact person above) \_\_\_\_\_

### 2. PROGRAM INFORMATION:

Name of Meeting (as it should appear in the published program):  
\_\_\_\_\_

\_\_\_ Please list as "by invitation only" in the program.

\_\_\_ Please do not list the meeting in the program.

Type of Activity: \_\_\_ meeting \_\_\_ reception \_\_\_ breakfast \_\_\_ lunch \_\_\_ dinner

1<sup>st</sup> Choice Date:  Sun 3/5  Mon 3/6  Tues 3/7  Wed 3/8  Thu 3/9  Fri 3/10  Sat 3/11

1<sup>st</sup> Choice Time (start/end): \_\_\_\_\_

2<sup>nd</sup> Choice:  Sun 3/5  Mon 3/6  Tues 3/7  Wed 3/8  Thu 3/9  Fri 3/10  Sat 3/11

2<sup>nd</sup> Choice Time: (start/end): \_\_\_\_\_

List any meetings/symposia with which you would prefer not to overlap:  
\_\_\_\_\_

### 3. SET UP INFORMATION:

Group Size: \_\_\_\_\_

Preferred Seating: Note: Group size is limited with some seating arrangements.

a.  theater (rows of chairs only) \_\_\_ with standing podium \_\_\_ with head table for: \_\_\_

b.  conference table  hollow square  U-shape (#) \_\_\_ people, with peripheral seating for (#) \_\_\_

c.  banquet (round tables and chairs)

d.  reception (scattered round tables and chairs)

Do you require audio-visual equipment?  no  yes (Instructions will be sent with your confirmation.)

Food or beverage?  no  yes (Instructions will be sent with your confirmation.)

Submit by November 15, 2016 to: Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401;  
Ph: (802) 865-5202; Fax: (802) 865-8066; Email: caitlin@delaneymeetingevent.com