



Wildlife Management Institute

83RD NORTH AMERICAN
WILDLIFE & NATURAL RESOURCES CONFERENCE
March 26 – March 30, 2018
Hilton Norfolk The Main ♦ Norfolk, VA



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 83rd 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 28th 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. 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.
- ♦ Delaney Meeting & Event Management will be coordinating the schedule:
Fax to: 802-865-8066
Email to: karen@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

1st Choice Date: Sun 3/25 Mon 3/26 Tues 3/27 Wed 3/28 Thu 3/29 Fri 3/30 Sat 3/31

1st Choice Time (start/end): _____

2nd Choice: Sun 3/25 Mon 3/26 Tues 3/27 Wed 3/28 Thu 3/29 Fri 3/30 Sat 3/31

2nd 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 1, 2017 to: Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401;
Ph: (802) 865-5202; Fax: (802) 865-8066; Email: karen@delaneymeetingevent.com