

## MEETING SPACE, FUNCTION ROOMS, OFFICES, AND OPS CENTERS

**There is no length-of-show meeting space for operation centers or offices at the Walter E. Washington Convention Center.**

There is limited meeting space available for date and time specific events (such as lunch, scheduled meetings, events, receptions, etc.). Please complete the Event Request Form on the following page and return it to AUSA. Once the completed form is received, a meeting room will be assigned and a confirmation sent to the point of contact with a packet containing information on how to order food and beverage, audio visual, and other pertinent information.

**For questions concerning meeting space at the Convention Center, please contact:**

**Diane FitzGerald**

Senior Meetings Manager

AUSA

2425 Wilson Boulevard  
Arlington, VA 22201

Direct (703) 907-2661

Fax (703) 243-2589

[dfitzgerald@ausa.org](mailto:dfitzgerald@ausa.org)

The Marriott Marquis Washington DC and the Renaissance Hotel both have meeting rooms available during the length of the show to be used for office space, meeting space or events. Please contact:

**Oroscia Lowe**

Event Manager

Marriott Marquis Washington DC  
901 Massachusetts Avenue NW  
Washington, DC 20001

Direct (202) 824-9240

[Oroscia.lowe@marriott.com](mailto:Oroscia.lowe@marriott.com)

**Diana Sarmiento**

Senior Catering Sales Executive

Renaissance DC Downtown Hotel  
999 9th Street NW  
Washington, DC 20001

Direct (202) 682-3384

Fax (202) 962-4470

[Diana.Sarmiento@Renaissancehotels.com](mailto:Diana.Sarmiento@Renaissancehotels.com)

## TICKETS TO AUSA ANNUAL MEETING SOCIAL EVENTS

Tickets for social events will go on sale starting 2 June 2014 at the AUSA web site: [ausaannualmeeting.org](http://ausaannualmeeting.org)

| THE FOLLOWING TICKETS WILL BE AVAILABLE FOR PURCHASE: |          |
|---|----------|
| Guard/Reserve Breakfast (13 Oct.)                     | \$40.00  |
| President's Reception (13 Oct.)                       | \$50.00  |
| Eisenhower Luncheon (14 Oct.)                         | \$60.00  |
| Army Civilians' Luncheon (15 Oct.)                    | \$50.00  |
| Marshall Memorial Reception/Dinner (15 Oct.)          | \$110.00 |



# EVENT REQUEST FORM

13-15 OCTOBER 2014  
WALTER E. WASHINGTON CONVENTION CENTER  
WASHINGTON, DC

2014 AUSA Annual Meeting & Exposition

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name of Event P.O.C.: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ Cell#: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Total # of Expected Guests: \_\_\_\_\_



WALTER E. WASHINGTON  
CONVENTION CENTER

ROOMSET: Is a floorplan available? Hand-drawn plan accepted. If a floorplan is available, please include it with this form.

Please complete the following: **(CIRCLE ALL THAT APPLY)**



BASIC ROOM SET-UP:

THEATER for (#) \_\_\_\_\_ /



BANQUET/6' Rounds for \_\_\_\_\_ (#) /



CLASSROOM for \_\_\_\_\_ (#) /



CONFERENCE for \_\_\_\_\_ (#) /



HOLLOW SQUARE for \_\_\_\_\_ (#) /



U-SHAPE for \_\_\_\_\_ (#) /

RECEPTION for (#) OTHER: \_\_\_\_\_ for \_\_\_\_\_ (#)

STAGE(s): Dimensions: \_\_\_\_\_ (Standard Stage Height is 24", standard risers are 6'x8')

**HEADTABLE** for \_\_\_\_\_ #)     **PODIUM** (Lectern) \_\_\_\_\_     **PERIMETER SEATING:** # of Chairs \_\_\_\_\_

REGISTRATION TABLES: # Outside + \_\_\_\_\_ / # Inside \_\_\_\_\_ (Note: Reg tables come standard w/ 2 chairs unless otherwise specified.)

LITERATURE TABLES: # \_\_\_\_\_ (Lit. Tables are inside room w/ NO CHAIRS unless otherwise specified)

**EASEL** One per Room unless otherwise specified. All signage in & around Meeting Rooms will be floor supported, as the rooms do NOT support hanging signs. Per Washington Convention Center Authority, you may not tape signs to walls.

OTHER: \_\_\_\_\_

AUSA will assign a room number to your event and send a confirmation and information packet containing contact information for requesting Catering, Audio-Visual, Telephone/Internet, Equipment Rental, Freight/Collateral Shipping and Signage.

Please return form to AUSA, Fax 703-243-2589 or email [dfitzgerald@ausa.org](mailto:dfitzgerald@ausa.org)  
All requests must be received by COB on Monday, 22 September 2014