

## 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:**

**Melissa Wenczkowski, CMP**

Meetings Manager

AUSA

2425 Wilson Boulevard  
Arlington, VA 22201

Direct (703) 907-2672

Fax (703) 243-2589

[mwenczkowski@ausa.org](mailto:mwenczkowski@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:

**Claire Handy**

Director of Event Planning

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

Direct (202) 824-9231

[claire.handy@marriott.com](mailto:claire.handy@marriott.com)

**Nathan Baca**

Senior Event Manager

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

Direct (202) 682-3416

Fax (202) 789-4213

[Nathan.Baca@Renaissancehotels.com](mailto:Nathan.Baca@Renaissancehotels.com)

## TICKETS TO AUSA ANNUAL MEETING SOCIAL EVENTS

Tickets for social events will go on sale starting 1 June 2015 at the AUSA web site: [ausaannualmeeting.org](http://ausaannualmeeting.org)

For Sustaining Member Ticket Sales:

**Lauren Hensley**

Direct (703) 907-2659

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

For Individual Ticket Sales:

**Joanna Stebbings**

Direct (703) 907-2417

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

For Chapter Ticket Sales:

**John Davies**

Direct (703) 907-2682

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



# EVENT REQUEST FORM

12-14 OCTOBER 2015  
WALTER E. WASHINGTON CONVENTION CENTER  
WASHINGTON, DC

2015 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 mwenczkowski@ausa.org  
All requests must be received by COB on Monday, 21 September 2015



MARRIOTT MARQUIS  
WASHINGTON DC

**Affiliate Function Space Request**

All requests for function space must be approved by the Host program to avoid conflicts with the Host programming prior to the hotel contracting function space for affiliated groups.

<b>Host Program:</b>	
<b>Affiliate Contact Name:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

REQUESTED FUNCTION SPACE						
Date	Time	Function Type	Set up Style	# of People	Food & Beverage (Please provide brief description of needs)	Audio Visual (Yes or No)

**Additional Comments regarding requested function space:**

**Approval from Host Program**

<b>Approvers Name:</b>		<b>Date:</b>	
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<b>Approvers Signature:</b> <i>Electronic Signature Accepted</i>	
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