



# NATIONAL CONGRESS OF AMERICAN INDIANS

2014 Executive Council Winter Session – Washington, DC

March 11-14, 2014



## Request for Meeting Space Form

NCAI is pleased to offer meeting space to partners and tribes for use at the Westin Washington City Center Hotel provided you have submitted this form and your event has been approved to proceed. Submission of this form does not constitute acceptance of your request nor guarantee availability.

\$500 suggested donation for standard room size     \$1,000 suggested donation for large room or use of reception space.

We greatly appreciate your donations, which help defray the costs of the convention, but are not required.

### Contact Information

First and Last Name

Title/Position

Tribe/Organization

Address  STATE  ZIP CODE

Email Address

Work Phone  -  -  Cell Phone  -  -  Will you be onsite?  Yes  No

### Meeting Information

Name of Meeting

Date and Time  :  :   AM  PM

Target Audience/Total Number of Attendees

Brief Description of Meeting (Please include point of contact to be listed online and in agenda)

Closed Meeting/Invitation Only – Do not post     Open meeting – List in NCAI Agenda

Signature \_\_\_\_\_ Date \_\_\_\_\_

### NCAI Office Use Only

Meeting Approved     Onsite Contact Confirmed     Meeting Not Approved

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## REQUEST FOR MEETING SPACE FREQUENTLY ASKED QUESTIONS:

### **What is the process and how long does it take?**

A completed form is needed in order for your request to be processed. Once NCAI has received your completed request for meeting space form, you will receive a notice by email that we are working on getting your request approved. This depends in part on how far along NCAI is in their agenda and meeting space needs. Once we know we are able to accommodate your request, we will assign you a room. Your NCAI contact can keep you informed of how close to approval your request is. You may feel free to check in as needed to get an update on the status. Please do not print official materials or distribute marketing materials listing the Convention Center unless you have been approved and assigned a specific room.

### **Once my meeting is approved, what are the next steps, and how will I be notified?**

You will receive a counter signed request for meeting space form and sent a list of contacts to set up any additional audio visual requests, food and beverage requests.

### **Does everyone get approved?**

Every attempt is made to accommodate your request, however when requests conflict with the main NCAI Annual Convention agenda or the tone of the meeting request is in conflict with the mission of NCAI you may be denied approval. If your request conflicts with the main agenda we will try to work with you to find alternative times. You would then be welcome to find outside meeting space but would not be allowed access to the Convention Center or the NCAI printed agenda.

### **Can I be included in your agenda?**

Yes, all approved side meetings are included in the agenda unless you request otherwise for closed meetings. **NCAI does need a contact with email and phone to list**, and a 1-2 very brief meeting description prior to the printing deadline for the printed agenda.

### **What kind of set up is in the room?**

The rooms which are assigned will have the standard NCAI set (theater set, first row classroom, head panel table and podium) and we request you leave the set as it is, unless arrangements have been made with NCAI and the Convention Center to change the set, if there is enough time to turn the room for NCAI use. Additional fees from the Convention Center may be charged to change the room set up, which would be paid directly to the Center by the organization requesting the space. NCAI does not pay for signage, audio visual equipment, food and beverage, or any additional needs. These are all the sole responsibility of the requestor and should be arranged directly with the contacts provided at the Convention Center or hotel.

### **Is there a deadline to request meeting space?**

No, sidebar meeting requests pop up frequently on site. Please call the NCAI contact cell phone number onsite and every attempt will be made to find appropriate space not in use. Inclusion in the agenda addendum or printed agenda is not possible past the print deadline of February 24, 2014.

### **What if I need to ship things to the meeting?**

Both the host hotel and Convention Center charge storage shipment receiving and storage fees. The property contact information that will be provided by NCAI once your request has been approved and can provide those fees and make arrangements for you to pay for these fees. NCAI does not cover this charge.

### **Will signage or printed materials be provided?**

Once the room is assigned it is the sole responsibility of the approved group to bring any signage or other printed materials needed. No access to copiers or the NCAI staff office or computers will be provided. NCAI recommends requesting a tripod easel from the center (rental fee applies) and arranging for a local printer to prepare your signage or materials.