

**MEETING SPACE, FUNCTION ROOMS, OFFICES, & OPS CENTERS**

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

There is limited meeting space available for date and time specific events (such as lunch, scheduled conferences, receptions, etc.) Please complete the enclosed **Event Request Form** and return to AUSA. For any questions concerning such meeting space, please contact:

Ms. Diane FitzGerald  
Meetings Manager, AUSA  
2425 Wilson Boulevard  
Arlington VA, 22201  
Direct (703)907-2661  
Fax (703)243-2589  
dfitzgerald@ausa.org

The Renaissance Hotel has meeting rooms available for office space, meeting space or events, please contact:

Ms. Karen Joscelyne  
Director of Event Planning  
Renaissance Hotel  
999 9<sup>th</sup> Street NW  
Washington, DC 20001  
Direct (202)682-3407  
karen.joscelyne@renaissancehotels.com

The Grand Hyatt also has suites and meeting space available. Please book suites through the room reservation process. Meeting space can be booked by contacting:

Mr. Loren Schields  
Senior Convention Services Manager  
Grand Hyatt Washington  
1000 H Street NW  
Washington, DC 20001  
Direct (202)637-4923  
loren.schields@hyatt.com

**Chapter Operations Center/Office Space**

Length-of-show space for AUSA Chapter operations centers is available at the Washington DC Renaissance Hotel in the form of two connecting rooms (corner suite with king sleeping room attached) available at the rate of \$560 per night plus tax; the combined space is approximately 500 square feet. A fee of \$700.00 will be charged to remove furniture from the suite. For requests please contact:

Ms. Christine Goedkoop, CMP  
Meeting Planner, AUSA  
2425 Wilson Boulevard  
Arlington, VA 22201  
Direct (703)907-2687  
Fax (703)243-2589  
cgoedkoop@ausa.org





# Event Request Form

25-27 October 2010  
Walter E. Washington Convention Center  
Washington, DC

2010 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 #: ( ) \_\_\_\_\_ 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 \_\_\_\_ (#) / RECEPTION for \_\_\_\_ (#)

CONFERENCE for \_\_\_\_ (#) / HOLLOW SQUARE for \_\_\_\_ (#) / U-SHAPE 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: \_\_\_\_\_

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)