



## National Evolutionary Synthesis Center

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### Request For Use of NESCent Facilities

NESCent receives a number of requests for the use of our meeting facilities. Our policy is that our NESCent programs receive first priority. After all internal needs are met, additional requests will be considered based upon groups' conformity with NESCent's focus and mission. Please see our website at <http://www.nescent.org/about/NescentHostedMeetings.php> for more information about our policies regarding NESCent hosted meetings. Please refer any questions to Jeff Sturkey ([jsturkey@duke.edu](mailto:jsturkey@duke.edu) or 919-668-4545). NESCent Directors will review and consider all completed forms. Thank you.

Please provide the following information and send to Jeff Sturkey ([jsturkey@duke.edu](mailto:jsturkey@duke.edu)).

Meeting Coordinator: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting dates: \_\_\_\_\_ # of attendees: \_\_\_\_\_ # of hotel rooms: \_\_\_\_\_

Sponsor/Hosting Organization: \_\_\_\_\_

Meeting's Affiliation with NESCent: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

\_\_\_\_\_

Please attach an electronic copy of your agenda (or current draft of agenda). \*

Please attach an electronic copy of the (current or planned) invited attendees and their home institutions. \*

Source of funding: \_\_\_\_\_

#### **Facility needs:**

Conference Room 1 (capacity 14) \_\_\_\_\_

Conference Room 2 (capacity 12) \_\_\_\_\_

Conference Room 3 (capacity 10) \_\_\_\_\_

Conference Room Lobby (reception capacity 75) \_\_\_\_\_

Seminar Area:

Classroom (capacity 60) \_\_\_\_\_

Open Horseshoe (capacity 35) \_\_\_\_\_

Break-out areas needed: \_\_\_\_\_

#### **Audio-Visual needs:**

Computer projector \_\_\_\_\_

Video-conferencing capability \_\_\_\_\_

Tele-conferencing capability \_\_\_\_\_

Symposium \_\_\_\_\_

Internet access \_\_\_\_\_

Flip chart \_\_\_\_\_

#### **Catering needs:**

Coffee \_\_\_\_\_ Bottled Water \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Required for our NESCent Annual Report