



National Evolutionary Synthesis Center

2024 West Main Street, Suite A200
 Durham, NC 27705
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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 Danielle Wilson at Danielle@nescent.org or 919-668-4545. NESCent Directors will review and consider all requests for NESCent facilities. Thank you.

Please provide the following information and send to Danielle Wilson (Danielle@nescent.org).

Meeting Coordinator(s):			
Email address(s):		Phone:	
Meeting Name:			
Meeting dates:			
# of attendees:		# of hotel rooms:	
Sponsor/Hosting Organization:			
Meeting's Affiliation with NESCent:			
Meeting Purpose:			
Source of funding:			
<u>FACILITIES NEEDS:</u>			
<input type="checkbox"/> Conference Room 1 – 16 guests	<u>Seminar Area:</u>		
<input type="checkbox"/> Conference Room 2 – 14 guests	<input type="checkbox"/> Theatre – 60 guests (chairs in rows, all facing front)		
<input type="checkbox"/> Conference Room 3 – 10 guests	<input type="checkbox"/> Classroom – 30 guests (chairs at tables, all facing front)		
<input type="checkbox"/> Conference Room Lobby 75 guests for reception	<input type="checkbox"/> Classroom – 50 guests (chairs at tables, facing front & back)		
	<input type="checkbox"/> Open Horseshoe – 35 guests (tables in U-Shape, chairs on outside)		
<u>AUDIO-VISUAL NEEDS:</u>		<u>OTHER NEEDS:</u>	
<input type="checkbox"/> Video-conferencing capability			
<input type="checkbox"/> Symposium			
Break out space needed? If so, how many areas?			

Please send an electronic copy of your agenda (or current draft of agenda) and the current or planned invited attendees and their home institutions. This is required for our NESCent Annual Report