



NAFSA 2014

ANNUAL CONFERENCE & EXPO

Pathways to **Global Competence**



May 25-30, 2014 ■ San Diego, CA, USA
San Diego Convention Center

PRIVATE MEETING/EVENT SPACE REQUEST FORM

NAFSA holds hotel space at the headquarter hotels for private meetings and events. Secure space for your event by submitting this form with payment.

NAME OF GROUP: _____

DAY & DATE OF EVENT: _____

USE A SEPARATE FORM FOR EACH MEETING OR EVENT. PLEASE FILL OUT COMPLETELY.

TYPE OF EVENT

- ☐ Meeting
- ☐ Breakfast
- ☐ Lunch
- ☐ Dinner
- ☐ Reception

START TIME OF EVENT

____ ☐ a.m. ☐ p.m. TO
____ ☐ a.m. ☐ p.m. TO
____ ☐ a.m. ☐ p.m. TO
____ ☐ a.m. ☐ p.m. TO
____ ☐ a.m. ☐ p.m. TO

ENDING TIME OF EVENT

____ ☐ a.m. ☐ p.m.
____ ☐ a.m. ☐ p.m.
____ ☐ a.m. ☐ p.m.
____ ☐ a.m. ☐ p.m.
____ ☐ a.m. ☐ p.m.

ESTIMATED ATTENDANCE: _____ ROOM SET: ☐ Theater ☐ Rounds ☐ Conference ☐ Other

ORGANIZER'S NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP/POSTAL CODE: _____ COUNTRY: _____

E-MAIL: _____ TEL: _____ FAX: _____

A PROCESSING FEE OF \$375 (USD) IS REQUIRED PER EVENT. PROCESSING FEES ARE NONREFUNDABLE.

SPACE ASSIGNMENTS WILL BE CONFIRMED ON OR ABOUT APRIL 23, 2014.

☐ Check payable to NAFSA enclosed: Check # _____ (Must be drawn on a U.S. bank in U.S. funds.)

☐ AMEX

☐ MasterCard

☐ Visa

Credit Card Number: _____ Expiration Date: _____ / _____

Name as it appears on card: _____ Signature of card holder: _____

Disclosure: Space reserved by NAFSA for affiliate groups may be subject to a room rental charge should the assigned hotel deem that the food and beverage totals fall below the required minimums.

DEADLINE FOR SUBMISSIONS: FEBRUARY 28, 2014

RETURN FORM TO: Tammara Fitzgerald, NAFSA Conferences & Meetings Department
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