

## AMS 94th Annual Meeting Town Hall Meeting Request Form

(Please fill out **one** form for each event. Please e-mail the completed forms as an attachment to  
Claudia Gorski e-mail: [cgorski@ametsoc.org](mailto:cgorski@ametsoc.org) )

**Title of Town Hall Meeting:**

**Preferred Date:**

**Event Start time:**

**Event End Time:**

**Pre-meeting Contact:**

**On-site Contact:**

**Estimated # of Attendees:**

**Room Set-up:** All rooms are set theatre, please note if you need a set for a panel discussion and note the details on the number of panelists and microphones under A/V Equipment Requests.

**Basic room set for the audio/visual includes:** 1 Screen of appropriate size; 1 Data/Video Projector; 1 AMS Supplied PC; 1 Connection for an author supplied computer; 1 Digital Timer; 1 Podium microphone; 1 Lavalier microphone; and 1 audience microphone

**Town hall meetings are not automatically recorded. If you would like to have your THM recorded please note below. There is an additional charge to record**

**AV Equipment Requests:**

\_\_\_\_\_ Panelist Microphone(s) for \_\_\_\_\_ panelists (\$25)

\_\_\_\_\_ Additional Screen (Dual-Projection) (\$40)

\_\_\_\_\_ Additional LCD Projector (Needed for Dual-Projection) (\$175)

\_\_\_\_\_ Flipchart with Markers (\$15)

\_\_\_\_\_ THM Voice recording ONLY (\$150)

\_\_\_\_\_ THM Voice and slide recording (\$200) If this option is selected a member of the AMS meetings department will contact to go over logistics and deadline dates

\_\_\_\_\_ Other (please describe)

**If you do not choose to record your please note ON THE DAY OF YOUR TOWN HALL MEETING, PLEASE UPLOAD YOUR PRESENTATIONS BEFORE THE START OF MORNING SESSIONS OR DURING THE SCHEDULED COFFEE BREAK.**

**Food and Beverage Requirement:**

**Description**

**Qty**

**Billing Information for Food and Beverage:**

**Write-up on Town Hall Meeting that will be published on our Web site, in BAMS, and in the Final Program:**

**Please note that the deadline for the November issue of BAMS is 15 August. The final program deadline is 1 November.**