

# SPXFLOW Conference Center Request Form

Please email completed form to [13320@spxflow.com](mailto:13320@spxflow.com)

General Information					
Event Name	Click here to enter name of the event.				
Event Purpose	Click here to enter the purpose of the meeting.				
Organizer's Name	Click here to enter name of organizer.				
Organizer's Office Number	Click to add #	Mobile	Click to add #	Email	Click here to add email
Number of Attendees	Click here to add number of attendees.				
Start Date	Click to add start date.	Time	Click to add start time.		
End Date	Click to add end date.	Time	Click to add end time.		
Additional Notes Click here to add additional notes					
Room Information					
(Room locations can be found at Conf Center Quick Links)					
<input type="checkbox"/> Auditorium	<input type="checkbox"/> 1056	<input type="checkbox"/> 1062	<input type="checkbox"/> 1072	<input type="checkbox"/> 1076	<input type="checkbox"/> 1078
<input type="checkbox"/> Room 1072 & 1076 (Removal of Divisible Wall.)			<input type="checkbox"/> I need assistance in determining a room to reserve		
Room Configuration					
(Formats can be found at Conf Center Quick Links)					
<input type="checkbox"/> Team Building	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Classroom Style	<input type="checkbox"/> U Shape		
<input type="checkbox"/> I need assistance in determining the room configuration.					
A/V Requirements					
Each conference center room includes state of the art Audio/Visual components. The meeting organizer will be responsible for all the equipment's operation and trouble-shooting. User manuals for each room have been provided. We encourage you to set-up your meeting 30-minutes in advance. Auditorium A/V Support will be facilitated via the SPX FLOW Facility Team, with five (5) business days advanced notice.					
Guest Wireless Access (TENANT ONLY)					
If your first floor meeting will require your guests have internet access. Please submit a list of names to the Guest Services Desk within 24hrs of your meeting so usernames and passwords can be administered.					
Catering					
<input type="checkbox"/> Yes, Food/Beverage will be served. <input type="checkbox"/> No, Food/Beverage will not be served.					
Conference Center Policy Acknowledgement					
<input type="checkbox"/> I have read and agree to abide by the SPX FLOW, Inc Conference Center Policy. I also understand that this submission is only a "REQUEST". Formal approval will be sent within 48 hours of submission.					
SPX Facility Operations Internal Use Only					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Notes SPX Facility Notes Section				
Approved By SPX Facility Operations Approval			Date Approved Click here to enter a date.		

