
Conference Center Request Form

Please email completed form to cynthia.brown@spxflow.com or 13320@spxflow.com

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| 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) |
| [ ]  Auditorium  | [ ]  1056 | [ ]  1062 | [ ]  1072 | [ ]  1076 | [ ]  1078 |
| [ ]  Room 1072 & 1076 (Removal of Divisible Wall.) |  [ ]  I need assistance in determining a room to reserve |
| Room Configuration (Formats can be found at Conf Center Quick Links) |
| [ ]  Pods  |  [ ]  Conference Room | [ ]  Classroom Style | [ ]  U Shape |
| [ ]  I need assistance in determining the room configuration.  |
| A/V Requirements |
| Each conference center room includes state-of-the-art Audio/Visual components. For assistance with your meetings on the first floor, please contact our AV Technician, Chris Bond, at Chris.Bond@spxflow.com. 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 meeting requires your guests to have Internet access:For SPX FLOW Network: facility-guestFor DentsplySirona Network please contact organizer of the event  |
| Catering |
| [ ]  Yes, Food/Beverage will be served. [ ]  No, Food/Beverage will not be served.  |
| Conference Center Policy Acknowledgement  |
|  [ ]  I have read and agree to abide by the SPX FLOW, Inc. Conference Center Policy.  [ ]  I understand that this submission is only a REQUEST and that a formal approval will be sent back to me within 48 hours. [ ]  I understand that by submitting this Conference Room Request Form charges will apply and my company will be billed accordingly.  |

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| SPX Facility Operations Internal Use Only |
| [ ]  Approved [ ]  Denied | Notes: Facility Team Notes |
| Approved By: SPX Facility Operations Approval | Date Approved: Click here to enter a date. |