



## RELATED MEETING REQUEST FORM

This form is to be used by any Efficiency Vermont group or partner looking to hold a meeting, reception, or other event in conjunction with the 2024 Better Building by Design Conference, to be held April 3 & 4 at the DoubleTree by Hilton Burlington Hotel in South Burlington, Vermont.

Meeting room space is limited. Requests are subject to approval by Efficiency Vermont and if accepted, will be assigned to meeting space on a first-come-first-served basis. The schedule is posted online at <http://www.efficiencyvermont.com/bbd>. If other meetings that must be avoided are identified, at least one alternative meeting date must be indicated. Every effort will be made to accommodate all meeting/function setups as requested, but priority will be given to meetings and functions requested by January 31, 2024.

Please also note that all related meeting participants must register and pay to attend the conference. Please advise all meeting participants of this circumstance.

Events involving food and beverage will be coordinated directly with the hotel, but initial space reservations must be made through Delaney Event Management. Groups may also request to have their session during the regularly scheduled lunch block, in which case participants would go through the conference-provided buffet, then gather in a session room to meet and eat.

Return completed forms to:

**Marie Romanelli**

**Fax:** 802-865-8066

**Email:** [marie@delaneymeetingevent.com](mailto:marie@delaneymeetingevent.com)

**For questions, call:** 802-865-5202

**NAME OF MEETING:**

**BRIEF DESCRIPTION OF MEETING: Include who will attend and topics covered.**

**REQUESTOR CONTACT INFORMATION:**

**Name:**

**Organization:**

**Phone:**

**Email Address:**

**MEETING DETAILS:**

**Name and Phone Number of person in charge of meeting or function (if different than requestor):**

**1<sup>st</sup> Preference on Date & Timeframe:**

**2<sup>nd</sup> Preference on Date & Timeframe:**

**Identify any likely meetings/functions your meeting *must not conflict*:**

**Estimated realistic attendance:**

**Please indicate the following if the meeting/function:**

Needs to be listed in the printed program

Is invitation only

Will charge an additional fee for attendees to participate. If yes, amount:

Will order their own food and/or beverage

**Please indicate if there is additional information/context that may factor into the request:**

**Preferred Room Set-up: Select all that apply**

Theatre Style. Appropriate for a short lecture or larger groups that do not require extensive note-taking.

Banquet Style. Appropriate for meals, small group discussions, and hands-on workshops.

Screen & Projector

Laptop

Computer speakers for playing video clips

Other (please specify):

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