



INFO-SESSION REQUEST FORM
Deadline –February 10, 2010

We are again offering a meeting room for an INFO-SESSION where you can have the undivided attention of your audience to demonstrate your new product or service. The rooms will be located at Morial Convention Center Meeting Rooms, Level 2.

You may utilize the room for no longer than one hour, Wednesday or Thursday, during show hours. There will be no cost to you for the use of this room. The room will be set theater style with a microphone and LCD 2000 projector provided. If you need a computer you must bring your own or you may rent one (see section 11).

No food service will be permitted. This is for a technical demonstration and/or information session, not to be confused with a hospitality room.

This session will be open to all attendees (restricted only by room capacity), no closed sessions. After your date and time has been assigned, you may send your own company announcements for your session but you may not limit entrance only to those with an invitation.

The use of the room will be assigned on a first-come, first-served basis. They were very popular at the 2008 IEEE PES Conference so early response is necessary.

____YES, we would like to take advantage of this opportunity and request a room for our INFO-SESSION. Our first preference is (circle one of each group):

Wednesday Thursday AM or PM

We will do our best to honor your request but will assign according to availability.

Company Name _____

Contact Name _____

Email: _____

Phone # _____ Fax # _____

Return to: Barbara Powell, Kenworthy Management
Barbara@Kenworthymanagement.com or Fax #: 614-855-7766

You will receive written confirmation of your room number and presentation time. At that time, you must provide a brief description (25 words or less) of the content of your session and the presenter(s) names for publication in the Final Program **DEADLINE February 10**. If all of the rooms have been allocated we will inform you immediately upon receipt of your request.