

Meeting Space Request Form

Please complete this form and return to marpin@viva-foundation.org. Space assignments will be confirmed in August and will be based on availability.

Once your meeting time has been confirmed and your room assigned, a catering manager from Bellagio will be assigned to you, as well as contacts for AV, furniture, and electrical support.

Meetings may not take attendees or faculty away from the conference during educational session times.

Please complete the information below so we can identify the most appropriate meeting space for your program. Space assignments will be confirmed in August and are subject to availability. All requests are first-come, first-served.

Meeting Overview

- Company Name:** _____
- Primary Contact Name:** _____
- Email:** _____
- Preferred Date(s) and Time:** _____
- Estimated Number of Attendees:** _____

Preferred room setup:

- Classroom**
- Conference style (single table)**
- Theater style**
- Other:** _____

Food and Beverage Needs

- None**
- Coffee / beverage service only**
- Meal**
- Reception / evening catering**
- Other:** _____

Audio/Visual Needs

- No AV needed**
- Basic AV (projector, screen, microphones)**
- Panel discussion setup (multiple microphones)**
- Other:** _____