



NAVAL  
POSTGRADUATE  
SCHOOL

## Room Request Form/ Conference Information Sheet

*Please type or print legibly.*  
FOR ONLINE ENTRY, PRESS THE TAB KEY TO  
NAVIGATE BETWEEN DATA ENTRY FIELDS

Today's Date \_\_\_\_\_

### CONFERENCE INFORMATION

|   |   |  |  |  |
|---|---|--|--|--|
| Contact Name  | Email Address   |  |  |  |
| Phone #   | Fax #   |  |  |  |
| Conference Name   | Sponsor   |  |  |  |
| Conference Subject  |   |  |  |  |
| Attendee Profile  |   |  |  |  |
| Expected Attendance   | Type of Conference<br><input type="checkbox"/> Federal <input type="checkbox"/> Non-Federal |  |  |  |
| Classification<br><input type="checkbox"/> Unclassified <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Mixed <input type="checkbox"/> Other |   |  |  |  |

### ROOM SELECTION/OPTIONS

|                          | Room            | Date(s) | Times        | Seating Options  | Capacity       | Registration Table(s) |
|--------------------------|-----------------|---------|--------------|--|----------------|-----------------------|
| <input type="checkbox"/> | King Hall       |         | Start<br>End | Theatre Seating Only   | 1330           | Qty                   |
| <input type="checkbox"/> | Spanagel 101A   |         | Start<br>End | <input type="checkbox"/> Theater Seating<br><input type="checkbox"/> U-Shape Seating<br><input type="checkbox"/> Classroom Seating | 75<br>30<br>25 | Qty                   |
| <input type="checkbox"/> | M.E. Auditorium |         | Start<br>End | Theatre Seating Only   | 129            | Qty                   |
| <input type="checkbox"/> | Ingersoll 122   |         | Start<br>End | Theatre Seating Only   | 180            | Qty                   |
| <input type="checkbox"/> | Glasgow 102     |         | Start<br>End | Theatre Seating Only   | 270            | Qty                   |
| <input type="checkbox"/> | Glasgow 117     |         | Start<br>End | <input type="checkbox"/> Theater Seating<br><input type="checkbox"/> Classroom Seating   | 25<br>15       | Qty                   |

### AUDIO VISUAL

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Requestor to contact the A/V Department at <a href="http://www.nps.navy.mil/av/requestform.doc">http://www.nps.navy.mil/av/requestform.doc</a> |
|--------------------------|--|

This request may be terminated by NPS at any time, in whole or in part for any or all events or portions thereof, for any reason deemed necessary by NPS. This request is not binding until countersigned by NPS.

\_\_\_\_\_  
Requestor Signature

**Fax Completed form to 831.656.3238**

November 2003