



WORLD CREDIT UNION CONFERENCE
THE BAHAMAS
28-31 JULY 2019

Please fill out this form if you are interested in setting up your own meeting/event at the 2019 World Credit Union Conference in The Bahamas.

Return to Christi Swoboda at cswoboda@woccu.org by 10 May 2019.

If you require multiple meeting rooms, please fill out a form for each meeting.

GENERAL INFORMATION			
Person Requesting the meeting:			
Department/Committee/Organization Requesting Meeting:			
Email:			
Address:			
City:	State:	Zip:	
Country:	Phone (including country code):		
BILLING INFORMATION			
Please provide an email address where the final invoice should be sent to: <i>*Any additional charges will be invoiced to the person requesting the meeting. World Council will not be liable for these costs.*</i>			
MEETING/EVENT INFORMATION			
Name of Meeting:			Date of Meeting:
<i>(Please be specific. This information will appear on the signage outside of your meeting room).</i>			
Is this a public meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Closed Meeting			
On-site person responsible for meeting:			
Total # of participants:	Meeting Start time:	Meeting End time:	
Requested time that meeting room should be set-up:			
Room Set Up – Please select your room set-up. <i>If a special layout is needed, please attach a drawing.</i> Best fit and set-up preference will dictate the selection of rooms. Please note: rooms at the Convention Center might possibly remain set up for the entire day, due to labor issues. Note: There may be a room set charge and we cannot guarantee that your request will be doable.			
<input type="checkbox"/> Conference	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hollow Square
<input type="checkbox"/> Theatre	<input type="checkbox"/> Rounds of 6	<input type="checkbox"/> Rounds of 10	<input type="checkbox"/> Rounds of ____
			<input type="checkbox"/> Other _____
AUDIO VISUAL AND FOOD & BEVERAGE NEEDS			
Once your event is approved by the World Council Meetings Department you will be given venue contact information for your logistical needs such as Audio Visual and Food & Beverage.			
PRICING INFORMATION			
Depending on the time and size of your meeting there may be a room charge of up to \$1,500 USD per day.			