



## IEEE-AUTOTEST 2014 Ancillary Meeting Room Request

IEEE-AUTOTEST 2014 will accommodate your company or organization's "ancillary" or sidebar meetings at the St. Louis America's Center on a first-come, first-served basis. Ample ancillary room availability is expected, but cannot be guaranteed, so reserve your rooms soon. Meeting room fees vary with room size needed, per listing below. Arrange your A/V (audio-visual) & Food/Beverage service through the Point of Contact listed below. There is no room set-up charge unless special needs exist. Rooms are available from Sunday, September 14 through Thursday, September 19.

Room pricing is as follows:

|                                     |                 |
|-------------------------------------|-----------------|
| Small rooms (up to 15 people)       | \$200 per day   |
| Medium-size rooms (up to 50 people) | \$500 per day   |
| Large rooms (up to 300 people)      | \$1,000 per day |

The America's Center can accommodate breakfast meetings, after-hours meetings and private receptions including technical workshops, and other conference-related activities. Full catering menus are available from which to choose, as well as a variety of set-ups for your meeting.

**Requested Day-Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street address or PO Box, City, State, Zip

**Contact: Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Credit card for room charge:** \_\_\_\_\_ **Exp** \_\_\_ / \_\_\_

**Type of card:** MC \_\_\_ VISA \_\_\_ AmEx \_\_\_ **Name on card:** \_\_\_\_\_

**Type of function:** \_\_\_\_\_  
Sales meeting, customer reception, etc

**Number of people:** \_\_\_\_\_ **Room set-up:** \_\_\_\_\_  
(Conference, Theatre, Classroom, Reception)

**To arrange required Audio-Visual equipment, and refreshments or food service,** contact Bob Rassa, RCRassa@Raytheon.com

If multiple meetings are needed, please use a separate form for each day & time.

**Send this form to** Dennis Hecht, dennis.e.hecht@boeing.com. For inquiries call Dennis at (314) 233-0194