



Safety+ Symposium
August 31 - September 2, 2021 Nashville, TN
Meeting Room Request Form

Instructions: Only conference participants, VPPPA members and exhibiting companies may host functions at the official conference hotel in conjunction with the Safety+ Symposium.

The following logistical arrangements will not be made on your behalf. They are solely to help the VPPPA direct your business to the appropriate person.

Name of Event _____

Contact Information: _____

Name _____

Company Name _____

Address _____

Phone _____

E-mail _____

Total number of participants expected: _____

Venue Gaylord Opryland Resort and Convention Center

Preferred day of the week (check one):

<input type="checkbox"/> Saturday, Aug 29, 2021	<input type="checkbox"/> Sunday, Aug 30, 2021
<input type="checkbox"/> Monday, Aug 30, 2021	<input type="checkbox"/> Tuesday, Aug 31, 2021
<input type="checkbox"/> Wednesday, Sept 1, 2021	<input type="checkbox"/> Thursday, Sept 2, 2021
<input type="checkbox"/> Friday, Sept 3, 2021	<input type="checkbox"/> Saturday, Sept 4, 2021

Times: Actual time event will begin: _____ Actual time event will end: _____

Food & Beverage Requirements:

Breakfast Lunch Dinner Reception Break (s) (#____), Cocktail reception followed by dinner

Room Set-up:

Theater Classroom Rounds (# per table ____)
 Conference table (# per table ____)
 Other _____

Will you require a head table? Yes No If yes, How many will be seated there? _____

Audio-Visual and Miscellaneous Equipment needed:

Screen Easel Overhead projector
 Flip chart/markers Lavalier microphone Free standing podium
 Tabletop podium Podium with microphone LCD Projector
 Other _____

RETURN TO:

Complete and return this form to VPPPA at fax: 703-761-1148 or e-mail: conference@vpppa.org.