

## 2007 Job Corps Annual Leadership Summit

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### Workshop Information Form

*Submission Deadline: September 15, 2007*

Please complete and submit electronically to Wendy Manning at [manning.wendy@dol.gov](mailto:manning.wendy@dol.gov). We will submit these forms as requests to the hotel, but the requestor will be responsible for finalizing meeting arrangements with the hotel. The requestor will be responsible for all meeting costs.

#### General Information

Contact name	
Title	
Organization	
Address	
Phone	
Fax	
E-mail	

#### Meeting Information

Dates	
Start time	
End time	
Number attending	
Name of meeting	
Room set-up (e.g., theater-style, classroom, conference)	

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### Workshop Information Form (cont.)

#### Audio/Visual Requests

Equipment	Quantity
Table microphone	
Podium microphone	
Standing microphone	
Lavaliere microphone (lapel)	
Hand-held microphone	
LCD projector	
Internet connection	
Audio capability	

#### Additional Requirements

##### Sleeping Rooms

Will your meeting require additional sleeping rooms to be reserved for guests not attending the Job Corps conference? \_\_\_\_\_ If YES, how many? \_\_\_\_\_

If yes and sleeping rooms are available in the Job Corps block, we will instruct you to make those reservations during the first week of October 2007. If not, we will provide contact information to the hotel for you to make other arrangements.

##### Food and Beverage

Will your meeting require food and beverage service? \_\_\_\_\_

If yes, we will direct you to the Hilton Washington to make arrangements. You must FIRST have confirmation of your room assignment before making your food and beverage commitments.

**PLEASE ADD ANY OTHER REQUESTS OR SPECIAL NOTES:**