



**PSAC-NCR. 9th Regional
Triennial Convention
June 16-18, 2023.**

Meeting Room Request Form

Name of the Group: _____

Requested Date for Meeting: _____

Start Time: _____

End Time: _____

Anticipated Number of Attendees: _____

Do you plan to provide catering during your meeting:

Yes / No

(Please Note: no outside food or drink is permitted in any of the meeting rooms.
Only hotel catering may be used in meeting spaces.)

Primary Contact for this Request: _____

Phone Number: _____

<i>(For Office Use</i>	Meeting Room
Group:	
Room Assigned: _____	Date: _____
Start Time: _____	End Time: _____