



**2009 IEEE International Symposium on  
Electromagnetic Compatibility**  
17-21 August 2009, Austin, Texas



**Meeting Request Form**

The arrangements committee will make every effort to accommodate requests, however alternate dates/times may be required in the event of scheduling conflicts.

**Event Name:** \_\_\_\_\_

**Requester:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Event Date:** *(indicate first & second choice)*

- .. Saturday, 15 Aug.                      .. Tuesday, 18 Aug.                      .. Friday, 21 Aug.
- .. Sunday, 16 Aug.                      .. Wednesday, 19 Aug.
- .. Monday, 17 August                      .. Thursday, 20 Aug.

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

**Location:**     .. Convention Center                      .. HQ Hotel

<b>Audio/Visual Requirements:</b>	Quantity	<b>Meeting Room Setup:</b>	# People
Projection Screen(s)	_____	Theater (chairs)	_____
Data Projector(s)	_____	Classroom (chairs w/tables)	_____
Overhead Projector(s)	_____	Conference Table	_____
Table Microphone(s)	_____	Hollow Square	_____
Flip Chart(s) with Markers	_____	"U" Shape	_____
Power Strip(s)	_____	Banquet, rounds of 8/10	_____
Other: _____			

<b>Food/Beverage Requirements</b>	Quantity	Start Time	End Time	Budget \$
Breakfast	_____	_____	_____	_____
Morning Break	_____	_____	_____	_____
Lunch	_____	_____	_____	_____
Afternoon Break	_____	_____	_____	_____
Dinner	_____	_____	_____	_____

*Each Food & Beverage request must be accompanied by the budgeted amount approved by the appropriate EMCS VP*

**Sign Text**

**Menu Suggestions/Additional Comments**

*(Note: Check with appropriate EMCS VP for guidelines on food functions)*

**Bill Meeting To appropriate EMCS VP who approved the meeting expense:**

- .. VP Standards: John Norgard on [j.norgard@ieee.org](mailto:j.norgard@ieee.org)
- .. VP Technical Services: Bob Scully on [bobscurly@comcast.com](mailto:bobscurly@comcast.com)
- .. VP Member Services: Bob Davis on [robert.h.davis@LMCO.com](mailto:robert.h.davis@LMCO.com)
- .. VP Communication Services: Todd Hubing on [t.hubing@ieee.org](mailto:t.hubing@ieee.org)
- .. VP Conference Services: Ghery Pettit on [ghery.pettit@intel.com](mailto:ghery.pettit@intel.com)



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**If this is not an EMCS-sponsored meeting, credit card information must be provided to guarantee meeting reservation. Credit cards will not be charged until after the symposium.**

**Actual meeting costs will be invoiced after the symposium.**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Organizer Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

Return completed form to:  
IEEE EMC 2009  
c/o ETS-Lindgren  
Attn: Rhonda Erickson  
1301 Arrow Point Drive  
Cedar Park, TX 78613  
Tel : +1 512.531.6461  
Fax: +1 512.531.6561  
Email: rhonda.erickson@ets-lindgren.com

Cancellations/refunds are dependent upon receipt 45 days prior to meeting/event. Cancellations must be submitted in writing.