

Dear Lion

Please reserve your meeting space as soon as possible. The space available is limited for the 2016 MD4 Convention. We are taking reservations on a first come first serve basis.

Please remember that all request for table space at the convention is limited to approved MD4 projects unless you have approval from the sitting Council of Governors. Please ensure that those approvals are made at the August COG meeting as all space will most likely be completely reserved before the November COG meeting.

MD-4 Convention February 5 -6, 2016

Doubletree by Hilton Modesto

Meeting Space Request Form

Project/Committee Name: _____

Person Making Request: _____

Position: _____

Request Details: Please include the number of persons expected to attend your meeting. The rooms will be set up theatre Style, with a table at the front of the room. Please include all special request information on this form. **Electricity required for my meeting (YES_____) (NO_____)**

Additional information: _____

Deadline for receipt of your reservation is September 30, 2015.

Please return form to Facility Chair Lion Doug Campbell (209) 495-8053

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