

CONFERENCE ROOM REQUEST FORM

Meeting Topic _____

Meeting Date(s) _____ Meeting Time _____

of Attendees _____ Non NOAA Attendees? Yes No

Room Preference:

Building 1 WRC Room Sand Point Room Cascade Room

Building 9 Auditorium* A&B Classrooms

Building 2 Conference Room

Catering Service Required Yes No

Will your group dine at NOAA Café Yes No

NOTE: The WRC has Wi-Fi service available in all conference rooms.

Visiting NOAA staff may use their email credentials to logon (NOAA_Guest). All other guests/vistors will need a NOAA sponsor to access. Shared conference Wi-Fi accounts are available in advance. For further information, please call (206)526-6875 or (206)526-6445.

* If the auditorium is used for a campus-wide event, consider if you need an interpreter.

Comments:

Name of Requestor _____

Telephone # _____

Address _____

Email _____