



## Networking Meeting Request Form

### Lifesavers Conference on Roadway Safety

April 7-9, 2024

Colorado Convention Center (CCC) • Denver, CO

To hold a networking meeting in conjunction with the conference, please provide the information requested on this form, sign and email to Meetings Management, Inc. (MMI) at [Lofgren@meetingsmgmt.com](mailto:Lofgren@meetingsmgmt.com).

**All participants at Networking Meeting(s) MUST be registered for the Lifesavers Conference.**

Meetings cannot be scheduled during Lifesavers Conference hours:

Sun, 4/7/24, 8:30 a.m. – 5:00 p.m. Mon, 4/8/24, 8:00 a.m. – 4:30 p.m. Tues, 4/9/24, 9:00 a.m. – 1:30 p.m.

The use of the Lifesavers Conference logo on an invitation or promotional material that implies endorsement is prohibited. All material (printed or video) must be vetted by the Lifesavers Planning Committee.

The assigned meeting room will be set theater style with a head table and podium provided at no cost based on availability.

If an alternative room setup or A/V is required, you will be responsible for these costs along with any costs associated with technician support, food/beverage, signage, internet, etc. Contact information for the appropriate vendor(s) is listed below so you may coordinate and pay directly for these services.

Your meeting name will be posted on the conference mobile app and event site if requested.

### Please provide the following information for your meeting:

\_\_\_\_\_  
Meeting Name

Is this meeting open to all attendees? \_\_\_\_ YES \_\_\_\_ NO

Do you want your meeting listed on the mobile app and event site? \_\_\_\_ YES \_\_\_\_ NO

Will you be showing a video during your meeting? \_\_\_\_ YES \_\_\_\_ NO

If so, please forward a link to the video to Lifesavers for review.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Start Time

\_\_\_\_\_  
End Time

\_\_\_\_\_  
Main Contact Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Expected number of attendees \_\_\_\_\_

Will you be requesting A/V or having food/beverage? \_\_\_\_ YES \_\_\_\_ NO

(You will contact convention center directly if yes)

**Contacts:**

Convention Center Room Set-Up: Tyler Hunt, CCC, Senior Event Manager, [thunt@denverconvention.com](mailto:thunt@denverconvention.com)

Convention Center Food & Beverage: Jeanette Finley, Sodexo Live, Director of Catering Sales, [Jeanette.Finley@Sodexo.com](mailto:Jeanette.Finley@Sodexo.com)

Audiovisual Needs (including flip charts): Pete Yurish, Spectrum Audio Visual, Director of Sales, [pyurish@spectrumav.com](mailto:pyurish@spectrumav.com)

Other Requests – MMI:

Kate Crummett - [crummett@meetingsmgmt.com](mailto:crummett@meetingsmgmt.com) - P: 703-798-6693

Mary Lofgren - [Lofgren@meetingsmgmt.com](mailto:Lofgren@meetingsmgmt.com) - P: 703- 922-7944

**I acknowledge that I have read and understand the Lifesavers networking meeting guidelines as outlined on page one.**

**Name** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_