

PPPL Conference And Travel Services



**Fill out form below if you would like to host a conference at PPPL
(Note Required Fields *)**

* Requested By:	<input type="text"/>
* Email Address	<input type="text"/>
Name of Host > (who is attending?)	<input type="text" value="Last Name"/> <input type="text" value="First Name"/>
Sponsoring Organization:	<input type="text"/>
* Conference Title:	<input type="text"/>
* Conference Start Date:	<input type="text"/>
* Conference Location:	<input type="text"/>
Conference Link (if available):	<input type="text"/>
MEETING REQUEST FORM	
Hotel:	<input type="checkbox"/>
If Yes Hotel, what location?:	<input type="text"/>
Banquet: Non DOE	<input type="checkbox"/>
If Banquet, what location?:	<input type="text"/>
Abstracts (CDs or Books)	<input type="text" value="Select Abstract Media"/> ▼
Excursions: Non DOE	<input type="checkbox"/>
Breaks:	<input type="checkbox"/>
If Breaks, dates and Times:	<input type="text"/>
Number of attendees:	<input type="text"/>
Transportation Requirements:	<input type="checkbox"/>
If Transportation Required, Dates, Times and locations	<input type="text"/>
PPPL Video Conferences	<input type="checkbox"/>
If equipment needed, what type?	<input type="text"/>
AV equipment at Hotel	<input type="checkbox"/>
If AV equipment at Hotel, List equipment type	<input type="text"/>
Security Notifications	<input type="checkbox"/>
Foreign National Notifications	<input type="checkbox"/>

Participant Gifts: Non DOE	<input type="checkbox"/>
If gifts, budget and types:	<input type="text"/>
Materials Printing Services/Meeting supplies	<input type="checkbox"/>
If yes, list supplies needed:	<input type="text"/>
Catering? Non DOE	<input type="checkbox"/> OnSite <input type="checkbox"/> Offsite
What type of catering services required? Non DOE	<input type="text"/>
Additional Comments:	<input type="text"/>
NON DOE means items may not be paid for by DOE - Please request discretionary funds.	
Print Form For Your Records	
Return to Main Menu	
THIS NEW CONFERENCE WILL BE ADDED TO THE MASTER CONFERENCE LIST PENDING APPROVAL.	