



NEW ORLEANS, LA
SEPT. 30-OCT. 3

ERNEST N. MORIAL CONVENTION CENTER • SEPT. 30-OCT. 03, 2019

Meeting Room REQUEST FORM

Groups requiring the use of meeting rooms in participating Expo hotel(s) must obtain authorization from SCTE•ISBE and absorb all costs including rental, if any. SCTE•ISBE will not provide approval should events compete with Cable-Tec Expo® hosted events. Contact info: **Mazda Miles** | mmiles@scte.org | **888-267-1859 Ext. 101**

PLEASE TYPE

Company: _____ Booth# (if applicable): _____

Contact name: _____

On-site contact name: _____ On-site phone: _____

Work

Address: Home _____

Work

Street/PO Box

City

State

Zip Code

Phone: Home _____ Fax: _____

Work

E-mail: Home _____

Company/Employee Meeting Hospitality Function

HOTEL DESIRED: Space is limited and will be assigned on a first-come, first-served basis. Please e-mail mmiles@scte.org, if you require further information.

Official Cable-Tec Hotel _____

Date(s) requested: _____

Time(s) requested: _____

Number of people: _____

ROOM SET:

Schoolroom (2 people per 6' or 3 people per 6' table)

Conference

Hollow Square

Theater

U-shape

Full Round

Crescent Round

AUDIO/VISUAL EQUIPMENT:

Lectern microphone

LCD package

Lavalier microphone

TV/VCR package

Handheld microphone

Flipchart package

Screen

TELEPHONE:

Phone Line only

Single line with phone

Speaker phone with line

Polycom speaker with line

CATERING:

Yes

No

THIS FORM MUST BE RECEIVED AT SCTE•ISBE BY AUGUST 16, 2019.

SCTE•ISBE Registration | 140 Philips Rd., Exton, PA 19341-1318

Fax: 610-884-7126 | E-mail: mmiles@scte.org | expo.scte.org