

IEEE AUTOTESTCON 2020

August 24-27, 2020 ★ National Harbor, Maryland

Gaylord National Convention Center



IEEE AUTOTESTCON 2020 Ancillary Meeting Room Request

IEEE AUTOTESTCON 2020 will accommodate your company or organization's "ancillary" or associated meetings at the Gaylord Hotel and Convention Center on a first-come, first-served basis, for exhibitor organizations only, with some exceptions for IEEE or official government meetings. Ancillary meeting rooms may not be used for product displays or demonstrations in lieu of an exhibit booth. Ample ancillary room availability is expected, but cannot be guaranteed, so reserve your rooms soon. Meeting room fees are \$250.00 per day. Arrange your desired A/V & Food/Beverage service through the Point of Contact listed below. Room set-up charges are free for standard conference/meeting set-up; custom setups may incur a fee. Rooms are available from Sunday, August 23 through Thursday, August 27, 2020. **Please note the new dates! We moved the conference in order to obtain additional meeting and exhibit space.**

The Gaylord National Resort Hotel can accommodate breakfast meetings, after-hours meetings and private receptions, technical workshops, and other activities. Full catering menus are available from which to choose, as well as a variety of set-ups for your meeting.

Space may be available to accommodate up to several hundred people (a special evening reception, for example).

Please submit a separate request for each day of your planned function(s).

Requested Day-Date: _____ **Times:** _____

Company/Organization: _____

Address: Street address or PO Box, City, State, Zip _____

Contact: _____ **Phone:** _____

E-mail: _____

Credit card for room charge: _____ **Exp** ___/___

Type of card: MC ___ VISA ___ AmEx ___ **Name on card:** _____

Type of function: _____

Sales meeting, customer reception, etc

Number of people: _____ **Room set-up:** _____

(Conference, Theatre, Classroom, Reception)

Audio-Visual equipment needed: _____

refreshments/food service needed: Yes ___ No ___

For menu information or other issues contact:

Bob Rassa, Raytheon, RCRassa@Raytheon.com

For questions call 310-985-4962

Send this form to RCRassa@Raytheon.com; or fax to 410-941-5087