









Please fill out this form if you are interested in setting up your own meeting/event at the 2020 The Joint Credit Union Conference in Los Angeles, CA hosted by CUNA and World Council. Return to Christi Swoboda at cswoboda@woccu.org by 12 June 2020.

If you require multiple meeting rooms, please fill out a form for each meeting.

GENERAL INFORMATION						
Person Requesting the meeting:						
Department/Committee/Organization Requesting Meeting:						
Email:						
Address:						
City:			State:		Zip:	
Country:			Phone (including country code):			
BILLING INFORMATION						
Please provide an email address where the final invoice should be sent to: <i>*Any additional charges will be invoiced to the person requesting the meeting. World Council will not be liable for these costs.*</i>						
MEETING/EVENT INFORMATION						
Name of Meeting:					Date of Meeting:	
<i>(Please be specific. This information will appear on the signage outside of your meeting room).</i>						
Is this a public meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Closed Meeting						
On-site person responsible for meeting:						
Total # of participants:		Meeting Start time:			Meeting End time:	
Requested time that meeting room should be set-up:						
Room Set Up – Please select your room set-up. <i>If a special layout is needed, please attach a drawing.</i> Best fit and set-up preference will dictate the selection of rooms. Please note: rooms at the Convention Center might possibly remain set up for the entire day, due to labor issues. Note: There may be a room set charge and we cannot guarantee that your request will be doable.						
<input type="checkbox"/>  Conference	<input type="checkbox"/>  U-Shape	<input type="checkbox"/>  Classroom	<input type="checkbox"/>  Hollow Square	<input type="checkbox"/>  Theatre	<input type="checkbox"/>  Rounds of 6 <input type="checkbox"/> Rounds of 10 <input type="checkbox"/> Rounds of ____	<input type="checkbox"/> Other _____
AUDIO VISUAL AND FOOD & BEVERAGE NEEDS						
Once your event is approved by the CUNA and World Council Meetings Department you will be given venue contact information for your logistical needs such as Audio Visual and Food & Beverage.						
PRICING INFORMATION						
Depending on the time and size of your meeting there may be a room charge of up to \$1,500 USD per day.						