

Application for Additional Conference Programs Room Request

SAH 2016 Annual International Conference
Pasadena/Los Angeles, California | April 6–10, 2016
Room Request for Meetings, Roundtables, & Informational Presentations

The Society of Architectural Historians is accepting proposals for roundtable discussions, meetings, and informational presentations for the SAH 2016 Annual International Conference to be held in Pasadena/Los Angeles, CA, April 6–10. A limited number of slots will be available for the midday break and during the hours of the daily conference proceedings. The roundtables, meetings and presentations are meant to supplement the regular conference programming and should differ from the paper sessions in both topic and organization, with a format that provides an opportunity for active, in-depth discussion and interaction.

If you plan to hold a meeting, roundtable or presentation, you must apply to be considered. *This includes those organizing programs that have been traditionally held at the conference.* Please complete this form and submit it to Kathy Sturm at ksturm@sah.org or fax to 312.573.1141. **The deadline to submit a proposal is August 14, 2015.** All proposals will be reviewed, and confirmations will go out after September 15, 2015. If you have any questions or are in need of additional information, please contact Kathy Sturm at 312.543.7243 or by email at ksturm@sah.org.

Please note the following:

- This form is a request and does not guarantee space will be available for every applicant. All proposals will be reviewed by the conference chair and committee. If your proposal is accepted, SAH will assign a room and schedule a time for your program.
- SAH will not fund or comp any moderators or speakers in the roundtables, meetings, or informational presentations.
- A/V, Internet connections, food and beverage, and other costs will be the responsibility of the group or individual holding/hosting the meeting/event/program, unless other arrangements are made through SAH. Food and beverage is required for all rooms utilized.

Contact Name

Email Address (use one you check daily)

Address

City/State/Zip Code

Phone Number

Type: Meeting/Event/Roundtable or
Informational Program

Estimated # of Attendees

Title to be used in program (max. 64 characters including spaces and punctuation)

*On a separate sheet, please include a short description of your roundtable/meeting/
informational program/event with this form that will explain the focus and the value it
will have for the conference attendees.*

I prefer to be scheduled on: Thursday Friday

Rooms and times will be scheduled by SAH throughout each day between 9 a.m. and 3 p.m. for those whose proposals have been selected.

Is this meeting to be published in the printed program, conference app and SAH website?

Yes No

I will need the following for the meeting room:

- podium microphone head table
 screen LCD projector table mics
 electrical connections Internet connection

I will need the room set up in the following style:

- conference theatre classroom hollow square u-shape rounds
 reception sit-down lunch/dinner closed square/rectangle