



## National Evolutionary Synthesis Center

2024 West Main Street, Suite A200

Durham, NC 27705

<http://www.nescent.org>

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### Request For Use of NESCent Facilities

NESCent receives a number of requests for the use of our meeting facilities. Our policy is that our NESCent programs receive first priority. After all internal needs are met, additional requests will be considered based upon groups' conformity with NESCent's focus and mission. Please see our website at <http://www.nescent.org/about/NESCentHostedMeetings.php> for more information about our policies regarding NESCent hosted meetings. Please provide the following information and refer any questions to Danielle Wilson at [Danielle@nescent.org](mailto:Danielle@nescent.org) (ph: 919-668-4545; fx: 919-668-9192). NESCent Directors will review and consider all requests for NESCent facilities. Thank you.

Group Leader(s):				
Email address(s):		Phone:		
Meeting Name:				
Meeting dates:				
# of attendees:				
Sponsor/Hosting Organization:				
Meeting's Affiliation with NESCent:				
Meeting Purpose:				
Source of funding:				
<b><u>FACILITIES NEEDS:</u></b> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>_____ Conference Room 1 – 14-16 guests</p> <p>_____ Conference Room 2 – 12-14 guests</p> <p>_____ Conference Room 3 – 8-10 guests (Library)</p> <p>_____ Lobby Area - 70 guests for reception</p> <p>_____ Grey Bldg Conference Room – 11-14 guests</p> </td> <td style="vertical-align: top; width: 50%;"> <p><b><u>Seminar Area:</u></b></p> <p>_____ Theatre – 50 guests (chairs in rows, all facing front)</p> <p>_____ Classroom – 30 guests (chairs at tables, all facing front)</p> <p>_____ Classroom – 50 guests (chairs at tables, facing front &amp; back)</p> <p>_____ Open Horseshoe – 35 guests (tables in U-Shape, chairs on outside)</p> </td> </tr> </table>			<p>_____ Conference Room 1 – 14-16 guests</p> <p>_____ Conference Room 2 – 12-14 guests</p> <p>_____ Conference Room 3 – 8-10 guests (Library)</p> <p>_____ Lobby Area - 70 guests for reception</p> <p>_____ Grey Bldg Conference Room – 11-14 guests</p>	<p><b><u>Seminar Area:</u></b></p> <p>_____ Theatre – 50 guests (chairs in rows, all facing front)</p> <p>_____ Classroom – 30 guests (chairs at tables, all facing front)</p> <p>_____ Classroom – 50 guests (chairs at tables, facing front &amp; back)</p> <p>_____ Open Horseshoe – 35 guests (tables in U-Shape, chairs on outside)</p>
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<b><u>AUDIO-VISUAL NEEDS:</u></b> <p>_____ Video-conferencing capability</p>		<p>Break out space needed?</p> <p><i>If so, how many areas and how many guest in each area?</i></p>		
<b><u>OTHER NEEDS:</u></b>				

Please send an electronic copy of your agenda (or current draft of agenda) and the current or planned invited attendees and their home institutions. This is required for our NESCent Annual Report.

I have read, and will adhere to, all applicable terms and conditions outlined in the NESCent Meeting Space Policy. In order to have a scientifically productive meeting, I will ensure that NESCent deadlines are met and will use my best effort to ensure that guests in my group follow the terms and conditions as well.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_