

**Medical Library Association (MLA'08) - Bridging the Gaps**

**SPECIFICATION SHEETS**

Hyatt Regency Chicago, at the Riverwalk

May 16-21, 2008

<b>Event</b>	Chapter Council Presents Sharing Roundtables		Special Event			
<b>Date</b>	Sun, May 18, 2008	<b>Time</b>	12:00 PM - 2:00 PM	Official		
<b>Location:</b>	Hyatt	:	Regency Ballroom AB	24 hr hold:	MLA ID:	428
<b>Contact:</b>	Marie Reidelbach	mreidelb@unmc.edu			<b>Post:</b>	Yes

**SET UP DETAILS**

<b>Room Set Up:</b>	Banquet Rounds	<b>Set For:</b>	450	<b>Expected</b>	<b>Actual:</b>	
<b>Headtable</b>	None	<b>Podium:</b>	Yes	<b>Sign</b>		
<b>AddlSetUp</b>	- TICKETED EVENT. - 45 tables with 10 chairs - this will be confirmed closer to the event. We usually need more tables than are registered for the event since this is a networking event and people sign up for specific topic tables. - One table of 10 for hosted students - Table number holders will be needed at each table for topic tent cards to be displayed. - Three reserved signs, front and center. - (1) six' skirted table w/2 chairs outside entrance for ticket collection. - Specific diagram of topics & number of tables will be developed as we get closer to the event. - Marie Reidelbach may provide tent cards for the tables to Indigo on Saturday. - Water service on each table - Hotel to give a floor plan of this room to Brenda Dreier by May 1 - Vegetarians will have a ticket they present to the banquet staff. These must be pre-arranged. Any onsite requests will be handled after everyone has been seated and on availability of the hotel.					

Telecommunications

**AUDIO-VISUAL REQUIREMENTS**

AV Required?  Yes

<b>PROJECTIONS TO PROVIDE:</b>	<b>FACILITY AV SERVICES TO PROVIDE:</b>
<b>AUDIO-VISUAL BILLING INSTRUCTIONS:</b>	(1) Podium Microphone at no charge
	<i>Session to be audio recorded?</i>

Masterbill to MLA.

**CATERING REQUIREMENTS**

Catering Required?  Yes

<b>MENU:</b>
<b>Plated Lunch</b> <i>Caesar Salad</i> Crisp Romaine with Jumbo Croutons Classic Caesar Dressing  <i>Marinated Breast of Chicken</i> With Chef's Choice of Sauce and Appropriate Accompaniments  <i>Chef's choice Dessert</i>  Luncheon Rolls and Butter Coffee Service; iced tea  Cost: \$45 inclusive of tax and service charges <i>Inclusive pricing includes tax (10.25%) and service charge (22%)</i> Preliminary Guarantee <input type="text" value="350"/> Final Guarantee Catering Billing <input type="text" value="Masterbill to MLA."/>