

Date Received: _____
Tentative ☐ Final Placement ☐
Room Number: _____

A M E R I C A N
NUMISMATIC

A S S O C I A T I O N

 MEETING ROOM REQUEST FORM – ATLANTA
CLUB

February 27-29, 2020

COBB GALLERIA CENTRE

2 Galleria Pkwy * Atlanta, Georgia 30339

PLEASE COMPLETE AND RETURN THIS FORM FOR YOUR MEETING

Club must be an active ANA member to receive complimentary meeting space.

Form must be received by December 13 to guarantee listing in the Show Guide.

 MEETING INFORMATION

Club Name: _____ Contact: _____

First Choice

Second Choice

Day _____

Date _____

Time _____

 PREFERENCES

All meetings will be held in the convention center unless otherwise noted

Listed in Show Program: _____ Yes _____ No

Duration: _____ Expected Attendance: _____

Purpose: _____ (General, board mtg, seminar, etc.)

Seating Style: _____ (theatre or seminar: seating style not guaranteed, based on what is available)

Head table/how many? _____

Do you require? (The ANA will provide ONE screen in your Meeting Room at no charge. All food and beverage as well as any additional audio visual are at the organization's expense. If YES, you will be provided the catering and audio visual contact information)

Screen Requested: **yes**____ **no**____ A/V: **yes**____ **no**____ Food & Beverage: **yes**____ **no**____

Special Instructions: _____

Person making arrangements: _____

 CONTACT INFORMATION

Club Name: _____

Club ANA Member #: _____ Contact: _____

Address: _____ C/S/Z _____

Phone: _____ Fax: _____ Email: _____

American Numismatic Association

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