

**REQUEST FOR PARTICIPATION
DUPAGE ENGINEERS WEEK 2012
IIT RICE CAMPUS
25 FEBRUARY 2012, 11:00 AM – 3:30 PM**

THIS FORM IS FOR AN ORGANIZATION OR GROUP PLANNING TO BE AT THE EXPO TO LET THE E-WEEK COMMITTEE KNOW WHAT EQUIPMENT AND FACILITIES YOU REQUIRE ON THE DAY OF THE EXPO. IT IS DIVIDED INTO HALL DISPLAY AND PRESENTATION. A HALL DISPLAY IS FOR THOSE ORGANIZATIONS THAT WILL ONLY HAVE A PRESENTATION AT TABLES IN THE HALL WHILE PRESENTATIONS ARE DEFINED AS PROGRAMS THAT REQUIRE A ROOM AND ARE PRESENTED ON A SCHEDULED BASIS (I.E. CONTINUOUS, ON THE HOUR, ETC.). IF YOUR ORGANIZATION IS PLANNING ON BOTH A HALL DISPLAY AND A ROOM PRESENTATION, PLEASE PROVIDE COMPLETE INFORMATION IN EACH SECTION OF THIS FORM. THERE IS ALSO A SECTION THAT PROVIDES FOR A DESCRIPTION OF YOUR ORGANIZATION AND CONTACT INFORMATION. YOUR ORGANIZATION DESCRIPTION IS PRESENTED IN THE PROGRAM FOR REFERENCE AND CAN BE COMBINED WITH THE DISPLAY INFORMATION.

ORGANIZATION: _____

CONTACT NAME: _____

CONTACT PHONE NO: _____ CONTACT E-MAIL _____

CONTACT FAX NO: _____

SOCIETY DESCRIPTION:

REFER TO LAST YEARS PROGRAM ON [HTTP://DUPAGEEWEK.IIT.EDU](http://dupageeweek.iit.edu).

IS YOUR SOCIETY DESCRIPTION CORRECT? YES NO

IF NO, THE FOLLOWING CHANGES NEED TO BE MADE. _____

ORGANIZATION PUBLICATIONS

NEWSLETTER CONTACT: _____

WEBSITE CONTACT: _____

WE WILL BE PROVIDING THE FOLLOWING FINANCIAL CONTRIBUTION TO THE E-WEEK PROGRAM: \$ _____

WE INTEND TO PARTICIPATE WITH: HALL DISPLAY: PRESENTATION:

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HALL DISPLAYS:

NO. OF TABLES REQUIRED (MINIMUM OF 2 PROVIDED): _____

SPECIAL ARRANGEMENT OF TABLES REQUIRED: YES NO

IF YES, DESCRIBE HOW TABLES ARE TO BE ARRANGED: _____

ELECTRICITY WATER TV/VCR TV/DVD

WALL HANGING AT TABLE: YES NO APPROX. SIZE: _____

OTHER REQUIRED MATERIALS: _____

INFORMATION ABOUT DISPLAY

TYPE OF DISPLAY: _____

DESCRIPTION FOR PROGRAM: _____

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PRESENTATIONS (ROOM REQUIREMENTS):

NO. OF TABLES REQUIRED: _____

SPECIAL ARRANGEMENT OF TABLES REQUIRED: YES NO

IF YES, DESCRIBE HOW TABLES ARE TO BE ARRANGED: _____

DESCRIPTION FOR PROGRAM: _____

ELECTRICITY

WATER

TV/VCR

TV/DVD

LCD PROJECTOR

SLIDE PROJECTOR

OVERHEAD PROJECTOR

OTHER REQUIRED MATERIALS: _____

SCHEDULE:

CONTINUOUS:

HOURLY

OTHER

SELECT DESIRED PRESENTATION SCHEDULE AND TIME:

ON THE HOUR:

ON THE HALF-HOUR:

SPECIFY PREFERRED SCHEDULE: _____