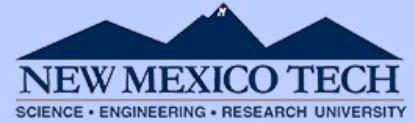


Summer Conferences Planning Timeline



<p>AT LEAST 10-12 MONTHS PRIOR</p>	<p>Review the Conference Rental use Agreement terms and conditions and establish the following:</p> <ul style="list-style-type: none"> • A budget • Preferred conference dates • An estimated guest count. • The type of meeting rooms needed and desired seating arrangements • A/V equipment and catering needs
<p>AT LEAST 60 DAYS PRIOR</p>	<ul style="list-style-type: none"> • Submit the Event & Conference Request Form <p>You will receive a Conference Estimate and Conference Rental Use Agreement Contract with Appendices and Exhibits</p>
<p>AT LEAST 45 DAYS PRIOR</p>	<ul style="list-style-type: none"> • Submit the signed Conference Rental Use Agreement Contract with completed Appendices and Forms • Submit First Deposit of 50% of estimate • Have technical contact provide any software requirements • Submit the Guest List • Submit a data sheet that identifies conference/event staff and attendees including information such as address, phone number, email, conference/event attended and dates of participation • Submit any special event setup diagrams and equipment needs (if applicable) • Submit Final Guarantee of numbers for catering and dining • Submit any security needs (if applicable) • Submit the NMT Activity and Special Event Request Form • Submit the Certificate of Liability Insurance identifying NMT as an Additional Insured Holder
<p>AT LEAST 21 DAYS PRIOR</p>	<ul style="list-style-type: none"> • Submit the final agenda
<p>AT LEAST 48 HOURS PRIOR</p>	<ul style="list-style-type: none"> • Submit any final guest changes
<p>UPON ARRIVAL TO CAMPUS</p>	<ul style="list-style-type: none"> • Submit remaining 50% of conference estimated cost
<p>UPON CHECKOUT</p>	<ul style="list-style-type: none"> • Submit list of modifications
<p>AFTER CHECKOUT</p>	<p>You may receive a final supplemental invoice for damages and/or additional costs</p> <ul style="list-style-type: none"> • Submit final payment within 10 days of supplemental invoice date