2017 Conference Request

Please provide the following information so that we may begin to assist you with your conference needs. This is not a contract.

Conference name: ________________________________________________________________
Conference organizer name(s): ______________________________________________________
Address: __________________________________________________________________________
City: __________________________________________ State: ____________ Zip: ______________
Phone number: __________________________ Cell phone number: _________________________
Email: __________________________________ Fax number: ______________________________
Conference dates: __________________________ Estimated number of attendees: ________

Hall preference (does not guarantee this hall is available):

☐ Torres  ☐ South  ☐ West  ☐ Presidents  ☐ Baca  ☐ Driscoll  ☐ N/A

Number of rooms needed: ☐ Doubles _________  ☐ Singles _________  ☐ ADA accessible _________

Linens required?  ☐ Yes  ☐ No  Linens are $5.00 per pack for length of stay. How many linen packs: _________

Ethernet Access:  ☐ Yes  ☐ No  Ethernet code will be written on the keycard envelope; Ethernet cords not provided.

Wireless Access:  ☐ Yes  ☐ No  Wireless is $1.00 per person/per night. Each guest has a unique log-in/password.

<table>
<thead>
<tr>
<th>Meal</th>
<th># of People</th>
<th># of Days</th>
<th>Cost*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td>$7.56</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td>$8.69</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td>$9.83</td>
<td></td>
</tr>
</tbody>
</table>

Total $________

☐ N/A  *Meal rates subject to change.

Special food needs: (special diet or allergies?) ______________________________________

Catering Needs: (Coffee breaks, special meals, cookouts, etc.) ________________________

You can go to http://www.dineoncampus.com/nmt and click on CATERING to view menus and prices. Our catering manager can prepare a quote for your event.

Are you interested in using any of the following facilities?  ☐ Torres MPR  ☐ Torres Gas Grills  ☐ Torres Fire Pits
☐ Pool  ☐ Gym  ☐ Student Activity Center  ☐ Macey Center  ☐ Macey Annex  ☐ Fidel Ballroom  ☐ Fidel Atrium

If you are interested in using classrooms, what are your needs? (How many rooms? Number of seats? Tech needs?) ______________________________________________________

Return by: Mail:  Conference Coordinator
Residential Life Office
801 Leroy Place
Socorro, NM  87801

Email: rosemary.wagner@nmt.edu
Phone: (575)835-5903  Fax:  (575) 835-5907