JEFFERSON LAB
EVENT SERVICES

EVENT SUBMISSION FORM

If requesting Event Services or CST Help Desk support, this form must be submitted at least two weeks in advance of the event. If this is an urgent request, please email at eventservices@jlab.org *with the subject line: Urgent Meeting Request.*

Type of Event

On-Site**
Virtual
Hybrid**

** Please note: submission of this form does not reserve the desired conference room. Upon review of your needs, a recommendation will be made for the best conference room(s) and a reservation will need to be entered in the O365 calendar system. ADD LINK TO INSTRUCTIONS

Event Title

Event Chairperson

Chairperson Phone Number
(with area code or country code)

Chairperson Email

Co-Chair (optional)

Co-Chair Phone Number (optional)
(with area code or country code)

Co-Chair Email

Event Moderator

Host Organization

Co-Host Organization

Start Date

End Date

Start Time

End Time

Meeting Room Set-up Options (Choose One)

Estimated Total Number of Physical Attendees

Estimated number of JLab attendees from the total

Estimated Number of Virtual Attendees

Description of the Event (this is how your event will be promoted in the community)

Description of the technological needs for the event (A/V, network, wifi, etc.)

[ ]

We would like this event promoted on Jefferson Lab's social media. ☐

This event requires a conference website. ☐
This event requires a Jefferson Lab registration page. ☐

Financial Information

Direct support for funds is needed. ☐
A registration fee be charged. ☐
This event will have sponsorship funds. ☐

Estimated registration fee

[ ]

Estimated cost to Discretionary Funds covering JSA employees for reception attendance and other unallowable charges.

[ ]

Catering is needed. ☐
Catering Needs Description (breaks, lunch, evening events, etc.):

[ ]

Discretionary Charge for unallowable charges

Code # PROJ [   ]   ORG [   ]

Approving AD

[   ]

- -

<u>**Administration**</u> (this section is for ES and CST use only)

This event utilizes Indico.   ☐
If yes, enter the link:

[   ]

Admin Comments

[   ]

iPortal Number/Exemption

[   ]