

# Utilization of INS Ancillary Meeting Space – *Submit by December 11*

The International Neuropsychological Society (INS) is a **multi-disciplinary, global** organization dedicated to enhancing communication among the scientific disciplines that contribute to the understanding of brain-behavior relationships and to promoting the international and interdisciplinary study of these relationships throughout the lifespan. The Society's emphasis is on science, education, and the applications of scientific knowledge. As part of the contracting process for its Annual Meeting in February, INS is able to extend deeply discounted hotel room rates to those registering for the meeting and (through the INS Office) make available at no charge ancillary meeting space to other organizations. Because of increasing use of ancillary space, INS has recently changed its policies regarding the use of such space.

## Polices Governing Utilization of INS Ancillary Meeting Space:

1. All requests for use of ancillary meeting space must be submitted to the INS Office.
2. For improved coordination, groups wishing to host one or more meetings in ancillary space should **designate a single contact person to review and submit the requests** to the INS Office.
3. INS ancillary meeting space will be made available to professional organizations and individuals OFFICIALLY REGISTERED FOR THE INS MEETING on a space available basis; **INS name badges must be worn when utilizing ancillary space.**
4. INS continues to welcome professional groups to schedule available ancillary meeting space for organizational and governance purposes (e.g., board meetings, committee meetings, etc.) provided that they do not conflict with the mission of INS stated above.
5. Groups may also schedule available ancillary space for social gatherings that do not conflict with INS social events or programming.

## Request to Schedule INS Ancillary Meeting Space:

**INS is pleased to offer ancillary meeting space to registered attendees of the INS Annual Meeting** in accordance with the policy above. The Contact Person / Organization will be responsible for assuring that attendees are registered. If attendees are not registered, the organization will be responsible for paying for the room cost. Requests to schedule ancillary meeting space will be considered in the order they are received.

INS provides only the meeting room, tables and chairs. Applicants are responsible for the arrangement and cost of food and beverage service, A/V services, or other needs. Outside catering is not permitted. After the event is scheduled, INS will provide information for ordering any needed services from the hotel.

**Please complete all fields below and email the completed form to [ins@the-ins.org](mailto:ins@the-ins.org).**

INS will contact applicants before scheduling to discuss date and time availability.

Name Of Contact Person			Contact Person E-mail Address	Contact Person Phone
Name of Organization				
Description of Meeting				
Exact Title of Meeting, to be placed in INS Meeting Program (may be shortened to fit in available space)				
Duration of Meeting	Expected Attendance	Room Set-Up Style—Select One: <u>Boardroom</u> : Single large table & chairs, <u>Classroom</u> : Tables & seats facing front, <u>Dinner</u> : Round tables with 8 chairs each, <u>Reception</u> : Scattered tables with/without chairs, <u>Theater</u> : Chairs in rows facing front		
Preferred Date and/or Approximate Time	Will You Also Be Ordering Hotel Services (catering, A/V, etc.)? <i>If yes, please describe TYPE of services:</i>			
Special Requests or Additional Information				