



**2018 IPEIA Conference & Exposition**  
22<sup>ND</sup> IPEIA Conference



## IPEIA 2018 Pre-Conference Request Form

Type of Request:                      Training                                      Workshop                                      Special Meeting

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Title:

Company Name:

Contact Name:

Contact Phone#:

Contact Email:

Description:

### Pre-Conference Training

Day of Session:                      Monday, March 5, 2018                                      Tuesday, March 6, 2018                                      Both Days

Length of Session:                      2 Days(8:00AM-5:00PM)                                      1 Day(8:00AM-5:00PM)                                      1/2Day

**\*\* Pre-Conference training rooms are provided with an audio visual cart and a wall projection screen only. *Presenters are required to provide their own projector, laptop and connections.***

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### Workshops

Workshops ONLY:                      Wednesday, March 7, 2018 (AM ONLY)

Workshop Length:                      1 Hour                                      2 Hours (Requires Permission)

\*Preferred Workshop Time:                                      10:00 AM                                      11:00 AM

**\*\* Workshop rooms come equipped with a monitor display along with HDMI and VGA connection. *Presenters are required to provide their own laptop.***



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## Special Meetings

**Day of Meeting:** Monday, March 5, 2018      Tuesday, March 6, 2018

**Meeting Length:**

**\*Preferred Meeting Time:**

\*\* Special Meeting rooms come equipped with a monitor display along with HDMI and VGA connection.  
***Presenters are required to provide their own laptop.***

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*\*We cannot guarantee that a preferred time will be available.*

*\*\* The Banff Centre can provide extra audio visual equipment if requested. Any charges for provided equipment will be invoiced to the presenter/training provider. For a list of The Banff Centre's a/v equipment, please visit this website: [http://www.banffcentre.ca/conferences/services/audio\\_video.asp](http://www.banffcentre.ca/conferences/services/audio_video.asp)*

Additional Requirements (please note any additional requirements):

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Upon receipt of this form the training/workshop/meeting will be reviewed by the IPEIA Pre-Conference Sub-Committee for content and relevance to the 2018 IPEIA conference theme, and will contact the requestor of their request acceptance.

By checking the box, our group agrees to be courteous to other groups preceding and following our session. We will respect our approved timeline of our session and ensure that the room is prepared for the next group's event.

**Print Name:**

**Date:**

**All Pre-Conference Workshops/Training/Meetings will be posted on the IPEIA website: [ipeia.com](http://ipeia.com)  
**Submit completed form to [admin@ipeia.com](mailto:admin@ipeia.com)****