

## Industry-Sponsored Workshop Order Form

**Short Courses:** January 23–24, 2010 ○ **Conference:** January 24–27, 2010 ○ **Exhibition:** January 24–26, 2010

### Industry-Sponsored Workshops

Exhibitors may host a 90-minute workshop over the lunch hour on Monday, January 25 or Tuesday, January 26. Your workshop information is due Monday, November 16, 2009 in order to be included in the Conference Program. Reservations received after November 16 will be promoted in the Onsite Addendum only (based on availability). Pre-conference advertising of the event is the responsibility of the host company. We recommend submitting your reservation early, as workshops will be posted on the LabAutomation2010 Web site as they are received, providing more visibility to your workshop.

The non-refundable fee to reserve a room is \$500 per function. Space is limited so please reserve early. Rooms are available only to companies that have rented exhibit booth space at the conference.

All rooms will be available for set-up one hour prior to the start of the function. **Deadline: Monday, November 16, 2009.**

Company Name (Please write company name as it should appear in print.)		Booth #
Supporting Company (If another exhibiting company should also be listed as part of the workshop—please list)		
Contact Person (Pre-Conference)		
Address	City	State/Province
Zip/Postal Code	Country	
Contact Person's Telephone	Fax	Email

### Industry-Sponsored Workshop Reservation

**Workshop Title:** \_\_\_\_\_

**Workshop Description:** A 100-word statement of learning objectives for this workshop must be emailed to [jledogar@labautomation.org](mailto:jledogar@labautomation.org) at the time of submission.

**Onsite Contact:** \_\_\_\_\_

**Preferred Date:**  Monday, January 25, 12:30–2:00pm  Tuesday, January 26, 12:30–2:00pm

**Room Requirements:** All rooms will be set classroom style. Number of people expected (maximum of 75): \_\_\_\_\_

As a way to draw attendees, it is recommended the host company provide lunch and include this information as part of your workshop advertisements.

It is the responsibility of the host company to invite guests and advertise the workshop to customers. Workshop-related services and expenses (i.e., catering, A/V, etc.) must be arranged and paid for by the company directly with the facility. Contact information will be forwarded after submission of form.

**Payment:** Reservation must be accompanied by a \$500 reservation fee per event.

Check enclosed (U.S. funds, payable through U.S. bank). Please make checks payable to ALA.

Credit Card: \_\_\_\_\_  
 MasterCard, Visa, American Express number      Exp. Date  
 \_\_\_\_\_  
 Authorized Signature      Name as it Appears on Card

Wire Transfer. Please add an additional \$30 for wire transfer processing.

**Send to: Mailing Address:**  
 ALA  
 P.O. Box 485  
 LaGrange, Illinois 60525-0485

**Contact:**  
 Julie Ledogar, Event Coordinator  
 P: 630.842.9456  
 F: 630.604.9458  
[jledogar@labautomation.org](mailto:jledogar@labautomation.org)

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