

MEDIA ROOM INFORMATION AND PRESS CONFERENCE REQUEST FORM

The COAL-GEN **MEDIA ROOM** is located in the conference area in **Room C110**, First Floor, Greater Columbus Convention Center. The Media Room will include tables to set out press information packets. Information can be dropped off during the following hours:

Wednesday, August 17 12:00 PM to 5:00 PM
Thursday, August 18 9:00 AM – 5:00 PM

Conference management is not responsible for accepting or placing kits in the Media Room. If you or your company wishes to ship materials ahead of time, send press materials with your booth shipment or ship directly to your hotel.

PRESS CONFERENCES can be scheduled in the official COAL-GEN Press Conference Room by completing the form below and submitting to conference management. They are scheduled on a first come, first serve basis and in 1-hour increments. The room is set theater style for 20, with a podium, screen and wired microphone at the front. Reservations must be made by **July 8, 2011**. The press conference room is located in Room **C110**, First Floor, Greater Columbus Convention Center and is scheduled during the following times:

Wednesday, August 17 12:00 PM to 5:00 PM
Thursday, August 18 9:00 AM – 5:00 PM

PRESS CONFERENCE REQUEST FORM

Contact: _____

Company: _____

Phone: _____ Fax: _____

E-Mail: _____ Web: _____

1st Choice (*circle one*) Wednesday, 8/17 Thursday, 8/18 Time: _____

2nd Choice (*circle one*) Wednesday, 8/17 Thursday, 8/18 Time: _____

Title of Press Conference (for posting purposes): _____

NOTE: All charges for room-set changes, catering, audiovisual, electrical, signage and other requirements are the sole responsibility of the group requesting the meeting room. Vendor contacts and order forms will be forwarded with your room confirmation letter.

Jan Simpson, Conference Manager
Fax: +1-918-831-9133; E-mail: coal-genconference@pennwell.com