

## MEDIA ROOM INFORMATION AND PRESS CONFERENCE REQUEST FORM

The COAL-GEN **MEDIA ROOM** is located in the conference area in **Room 312**, Third Floor, David L. Lawrence Convention Center. The Media Room will include tables to set out press information packets. Information can be dropped off during the following hours:

Tuesday, August 10                      12:00 PM to 5:00 PM  
Wednesday, August 11                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 9, 2010**. The press conference room is located in Room **312**, Third Floor, David L. Lawrence Convention Center and is scheduled during the following times:

Tuesday, August 10                      12:00 PM to 5:00 PM  
Wednesday, August 11                9:00 AM – 5:00 PM

### PRESS CONFERENCE REQUEST FORM

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web: \_\_\_\_\_

1<sup>st</sup> Choice (*circle one*)    Tuesday 8/10    Wednesday 8/11                      Time: \_\_\_\_\_

2<sup>nd</sup> Choice (*circle one*)    Tuesday 8/10    Wednesday 8/11                      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  
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