텍스트, 스크린샷, 디자인이(가) 표시된 사진

자동 생성된 설명

ANCILLARY EVENT REQUEST FROM

|  |  |  |
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| For Official Use | App. No. | **Secretariat for ISAAR 2024 & Annual Conference of KSAT**  Fax: +82-2-6258-0327 E-mail: exhibition@apfid.org |



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| --- | --- | --- | --- |
| **1. COMPANY / ORGANIZATION INFORMATION** | | | |
| **Type** | Non-Profit / University / Society or Association  Exhibitor at ISAAR & KSAT 2024  Non-Exhibitor | | |
| **Company/Organization Name** |  | | |
| **Contact Name** |  | | |
| **Contact Email** |  | **Mobile Phone** |  |

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| --- | --- | --- | --- |
| **2. Event REQUEST INFORMATION** | | | |
| **Name of Event** |  | | |
| **Event Description**  **(no longer than 100 words)** |  | | |
| **Date(s) of Event** |  | | |
| **Start Time** |  | **End Time** |  |
| **Number of Expected Attendants** |  | | |
| **Attendee Information** | Event is open to all attendees.  Event is for Internal / Staff Only  Event is Invite-Only | | |
| **Preferred Location** (Select your top 2 choices by marking a 1 and 2 next to each hotel) | ( ) Grand InterContinental Seoul Parnas  ( ) Oakwood Premier Coex Center Seoul  ( ) InterContinental Seoul COEX  ( ) SHILLA STAY SAMSUNG  ( ) Other | | |
| **Preferred Room Set** | Theater Type  Classroom  Round Table  U-shape  Hollow Square  Other | | |
| **Food & Beverage Required?** | Yes  No | | |
| **Audio/Visual Required?** | Yes  No | | |



**CONFIRMATION (Hotel / ISAAR & KSAT 2024 Secretariat Use Only)**

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| 1. **Hotel Information** | |
| **Hotel Name:** |  |
| **Meeting Room Assigned:** |  |
| **Notes:** |  |

***Upon receipt of confirmation from ISAAR & KSAT 2024 Organizing Committee, please contact the hotel directly to finalize all event logistics.***

|  |  |
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| 1. **Hotel Contact Info** | |
| **Contact Name:** |  |
| **Title:** |  |
| **Email:** |  |
| **Phone:** |  |