SOCIAL EVENT AND BUSINESS MEETING
INSTRUCTIONS

IMPORTANT: Please read all of the instructional information before beginning.

1. **Event Title**: Note there is a 50 character word limit.

2. **Submitter's Email**: Please submit the email address of the key contact for the proposal. The system will assign and send the key contact a user ID and password for the proposal.

3. **Scheduling**: Business Meetings and Social Events may be scheduled at the following times.
   - Friday: All day (starting at 8:00 am)
   - Saturday: 7am-4:30pm and 8:00pm-11:00
   - Sunday: 7am-8:30am and 6:30pm-11:00
   - Monday: 7am-8:30am
   - Tuesday: 7am-8:30am

4. **People**: Please provide the contact information for the meeting’s key contact.