Exhibit A, Attachment 2

University of Hawai'i Cancer Center
Sullivan Conference Center
Reservation Request

Please complete, sign and email this form to SullivanConferenceCenter@cc.hawaii.edu at least 30 days prior to your event.

CONTACT INFORMATION

Organization: _____

Address 1: _____

Address 2: _____

City _____ State:____ Zip Code: _____

Responsible Party/: _____
UHCC Sponsor

Contact Person: _____

Phone: _____ Email: _____

Event Coordinator: _____
(if different from contact person)

Phone: _____ Email: _____

EVENT INFORMATION

Event Name: _____

Description:

Date of Event: _____ Alternate Date: _____

Event Times:_____ Setup Start time: _____
(start and end)

Est. Attendance: _____ Take Down End Time:_____

Attendance Charge? ◯ YES ◯ NO

Food to be served? ◯ YES ◯ NO
(indiv. packed food & bottled water
or enclosed flasks w/classroom setting only)

Click on the button that best describes your group:

- ◯ UHCC Program / Department
- ◯ UH Program / Department
- ◯ UH Affiliated Organization (i.e. student orgs.)
- ◯ UH Affiliated User (BOR, UHF, RCUH)
- ◯ UHCC Affiliated Org. (i.e. ACS, Komen, Comp. Cancer)
- ◯ Non-UH Affiliated Org.

Event will be open to:

- ☐ Invited/registered guests
- ☐ Only Organization members
- ☐ University community
- ☐ General public

SET-UP REQUEST DURING SOCIAL DISTANCING (subject to change):

- ☐ Classroom – 30 chairs behind tables with podium & screens (click to see diagram)
- ☐ Classroom – 38 chairs behind tables with podium & screens (click to see diagram)
- ☐ Cluster Seating - 36 chairs *(6 circle groups of 6 chairs per group) No podium or screens* (click to see diagram)
- ☐ Podiums (cannot be moved) ◯ 1 ◯ 2
- ☐ Registration table(s)
- ☐ Literature table(s)
- ☐ Other (describe)

AUDIO/VISUAL REQUESTS:

- ☐ Computer projection
- ☐ Podium microphone
- ☐ Lapel microphone
- ☐ Audience microphone
- ☐ Video/DVD playback
- ☐ Assisted listening device
- ☐ Zoom *(if external to UHCC must have your own zoom license)*
- ☐ Other (describe):

Signature of Responsible Party listed above

TODAY'S DATE

Effective 06/2020