

**PIUG 2014 Biotechnology Conference  
WORKSHOP REQUEST FORM**

**See Guidelines on page 2**

We hereby apply for workshop privilege and space for the [PIUG 2014 Biotechnology Conference](#), held at Genzyme Center on Tuesday February 25, 2014, and workshops on Monday February 24 and Wednesday February 26 and agree to abide by all regulations given in this Application and by the Sponsorship Agreement if applicable.

**ON-SITE CONTACT INFORMATION**

**Workshop Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company / Organization ("Workshop Host"):** \_\_\_\_\_

\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**MEETING ROOM INFORMATION**

**NAME OF FUNCTION (for signage):** \_\_\_\_\_

**ROOM SET UP (will be CLASSROOM unless otherwise requested):** \_\_\_\_\_

**MARK PREFERRED DAY/DATE:**  Monday February 24  Wednesday February 26

**START TIME:** \_\_\_\_\_ **AM / PM** **END TIME:** \_\_\_\_\_ **AM / PM**

An additional 15 minutes will be allocated in between sessions for set up and take down.

**ANTICIPATED NUMBER OF ATTENDEES:** \_\_\_\_\_

**Costs:** All costs related to the workshop (food, beverages and additional equipment and services) are the responsibility of Workshop Hosts.

**RETURN (e-mail, pdf format) BEFORE November 20, 2013 TO: [elyse.turner@verizon.net](mailto:elyse.turner@verizon.net)**

Requests received after this date will only be considered if space and time permit.

## PIUG 2014 Biotechnology Conference

### Guidelines for Arranging a Workshop

- Submit the request form
- Workshop Hosts must be [Sponsors](#)
- Preference will be given to sessions related to biotechnology.
- We will do our best to accommodate date and time preferences but cannot guarantee all requests will be met.
- An additional 15 minutes will be allocated in between sessions for set up and take down.
- PIUG 2014 Biotechnology Conference Workshop Committee will review each request

#### Dates and Locations Available

- Monday February 24, 2014, Boston Marriott Cambridge, MA
- Wednesday February 26, 2014, Genzyme Center, Cambridge, MA

#### Deadline

Requests for workshop space will be accepted until **Wednesday, November 20, 2013**. Requests received after this date will only be considered if space and time permit.

#### Costs

Workshop hosts are responsible for all costs pertaining to the workshop including food, beverage and any other services.

#### Travel Arrangements

Workshop Hosts are responsible for their own travel and hotel arrangements, expenses, and any local or long distance telephone calls.

#### Registration

Workshop Hosts will handle their own registration

#### Additional Workshop Information:

PIUG does not guarantee Genzyme Center or the Marriott will accommodate your equipment or other service needs.

#### General Restrictions in Operation of Workshops

PIUG reserves the general right to restrict any workshop because of noise, method of operation, or any reason that is judged dangerous or objectionable, and also to prohibit, or to evict, any workshop which is considered to detract from the general character of the workshops as a whole. This general reservation includes persons, things, conduct, printed matter, or anything deemed objectionable by PIUG. In the event of such restriction or eviction, PIUG is not liable for any refund of rental or other workshop expenses.

#### Restrictions in Use of Space

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the workshop meeting room. The Workshop Host agrees not to assign, sublet, or share, the whole or any part of his/her assigned space without any prior knowledge and written consent of PIUG. No Workshop Host is permitted to show goods other than those manufactured or dealt in the regular course of business.