

FLUNO

CENTER





The service, setting, and facilities were outstanding and added to a great program. I have never been in a more conducive setting for a program in 17 years.

Gregory McCann
McCann Consultants



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Meeting Planner Checklist



WELCOME

Building on the UW–Madison tradition of excellence in academics and research, the Fluno Center serves as the gateway to the University. The Center connects the University's vast resources to the professional community. Every year, thousands of professionals from industry, government, and nonprofit organizations participate in continuing education programs taught by the University's diverse, world-class faculty.

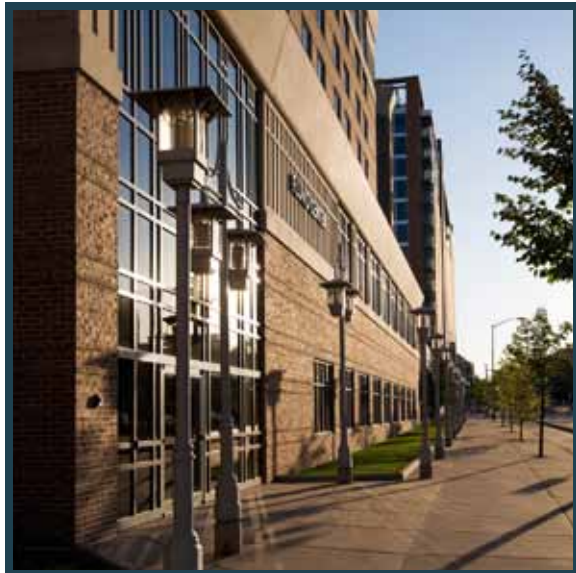
The Fluno Center creates a total-immersion learning environment for individuals, professional groups, and corporate teams to learn, exchange ideas, and explore.

Away from everyday distractions, the focus is on learning. Participants have the opportunity to experience top-quality education, network with peers, and hold business meetings all in the same facility. Designed exclusively as an educational learning facility, the Fluno Center provides the ideal location for UW–Madison public enrollment programs and custom programs, including company and industry-specific symposiums, seminars, and conferences.

The Fluno Center combines collaborative classroom technology with the ambiance of a comfortable, relaxed residential setting. The Center includes four classrooms, eight break-out rooms, three case study rooms, 100 overnight guest rooms, an auditorium, Executive Dining Room, fitness center, business center, and Study Pub.

The Center's interior reflects the design principles of Frank Lloyd Wright. A lifelong learner and innovative designer, Wright was dedicated to creating total living and learning environments. The simplicity and harmony of the furnishings help create an atmosphere focused on creative, collaborative learning.

The natural elegance of the Arts and Crafts era harmonizes with Wright's design principles and is evidenced throughout the Center by quality craftsmanship and a décor that combines prairie style furnishings and original lithographs of designs by Frank Lloyd Wright himself.



The Fluno Center is located at 601 University Avenue in Madison, Wisconsin. The Center is easy to locate between Lake and Frances Streets, and only 20 minutes from the Dane County Regional Airport.

In the heart of downtown Madison and within close walking distance to many University of Wisconsin campus buildings, this location puts visitors only minutes away from the Wisconsin State Capitol, UW Memorial Union, and State Street's pedestrian mall.

The University of Wisconsin—Madison campus experience is like few others. Located on 933 rolling acres, with Lake Mendota in its backyard, the UW—Madison campus offers an abundance of things to see and do— from taking in a Big Ten college game, to experiencing history or fine art in one of the museums, to enjoying a sunset at the Memorial Union Terrace. Here, the promise and innovation of the future meet the knowledge, craft, and expertise accumulated over the campus's more than 160 year history.

Throughout its history, the UW—Madison campus community has remained steadfastly committed to the pursuit of research, teaching, and learning. This makes it an ideal location for the Fluno Center, and for your next educational event.



For **UNIVERSITY OF WISCONSIN—MADISON EVENTS**,
please visit www.today.wisc.edu.
Other campus information is available at www.wisc.edu.



EXECUTIVE EDUCATION WISCONSIN SCHOOL OF BUSINESS

The Fluno Center is also home to the Wisconsin School of Business Custom and Open Executive Education programs, which provide learning and development programs for organizations and working professionals at all managerial levels, from senior executives to first-level supervisors, team leaders, and technical, line, and staff employees.

Wisconsin School of Business Executive Education partners with organizations and individuals to provide open enrollment and flexible, customized, corporate development solutions, with the specific goal of attaining real business outcomes that are aligned with an organization's strategy. By providing these cutting edge learning and practical developmental opportunities, Executive Education works with partners to ensure that employees at all levels have the skills, knowledge, and capabilities to deliver exceptional results and execute desired corporate strategies.

Within the classrooms of the Fluno Center and beyond, programs are taught and facilitated by expert faculty, business leaders, and consultants with extensive real-world work experience and cover topics most needed in today's ever-changing and competitive business environment. The climate of the programs is informal, yet engaging and demanding.

Wisconsin School of Business Executive Education programs are designed with the adult learner in mind. Recognizing one facilitation style does not meet the demands of all learning styles, program faculty employ a wide variety of instructional methods and techniques to accommodate multiple learning styles and to further enhance learner retention. Teaching and facilitation approaches often include a combination of lecture, discussion, interactive participation, team experiential exercises, hands-on industry/organization-specific case studies, role plays, and applications exercises to ensure that participants can immediately apply the information to their workplaces.



“UW-MADISON helped us understand the critical role of competitive intelligence to **OUR COMPANY’S STRATEGY**, and provided us with **VALUABLE COUNSELING** on how best to incorporate the new position in our company.”

Wendell Barr
PRESIDENT OF EARLY DEVELOPMENT AMERICA
COVANCE

EXECUTIVE EDUCATION PROGRAMS

Wisconsin School of Business Executive Education offers its clients and partners the following solutions:

CUSTOM PROGRAMMING

- Designed to meet individual and organizational goals and objectives
- Delivers real-world practical solutions for business challenges
- Provides measurable outcomes linked to specific business results
- Delivered at the Fluno Center, online, or a location of the client's choice

OPEN ENROLLMENT PROGRAMS

- Over 100 open enrollment courses on more than 80 business topics and 15 certificate series
- Attendees network and learn with peers from other companies and other industries
- Offers maximum scheduling flexibility for individuals and organizations
- Organizational discounts available based on volume
- For a full list of open enrollment courses go to <http://exed.wisc.edu/Course-Topics>

HYBRID PROGRAMS

- Tailored open enrollment certificate series delivered on-site for a specific company
- Blended approach of custom programming with open enrollment supplements to allow scheduling flexibility
- Organization-specific learning and development paths through use of open enrollment courses for in-depth development in areas as needed



Enrich your event with UW faculty.

We have **OVER 100 INSTRUCTORS AND FACILITATORS** with real-world experience **WHO CAN PROVIDE TOPICAL DEPTH AND PRACTICAL INSIGHT** for your event. Contact Conference Planning Services for details.



CONFERENCE PACKAGES

The Fluno Center offers convenient per-person package pricing. The following information, as well as the meeting planning guide, will help you select a package that meets your group's specific needs, including meals, breaks, room rental, and standard audio/visual services.

The following standard audio/visual equipment is included in all packages:

- Podium with computer
- Color LCD projector
- Internet capabilities
- 2 flipcharts
- CD/DVD/VCR player

For more details on package prices, please contact a member of the Conference Services department by calling 608-441-7149 or e-mailing conferenceservices@fluno.com. Please note that classes, seminars, or workshops should be educational in nature, enhancing or improving the general skills and knowledge of participants.



RECRUITING PACKAGES

Recruiting packages are available for corporate groups doing on-campus recruiting events. The Fluno Center offers a variety of services to meet your recruiting needs. From small gatherings and interviews to large scale recruiting events, the Fluno Center welcomes the opportunity to accommodate your business or organization's needs. We are located only two blocks from the Wisconsin School of Business Career Center on the University of Wisconsin-Madison campus. The Fluno Center also offers overnight accommodations, Study Pub, and underground parking at a minimal charge. Please contact conferenceservices@fluno.com for pricing.

POPULAR PACKAGES*

PACKAGE 1

- Buffet breakfast in the Executive Dining Room
- Buffet lunch in the Executive Dining Room
- Dinner in the Executive Dining Room
- Morning and afternoon breaks
- Meeting room rental
- Standard audio/visual equipment rental



PACKAGE 2

- Buffet breakfast in the Executive Dining Room
- Buffet lunch in the Executive Dining Room
- Morning and afternoon breaks
- Meeting room rental
- Standard audio/visual equipment rental

PACKAGE 3

- Morning and afternoon breaks
- Buffet lunch in the Executive Dining Room
- Meeting room rental
- Standard audio/visual equipment rental



HALF-DAY PACKAGE

- Morning or afternoon break
- Meeting room rental
- Standard audio/visual equipment rental

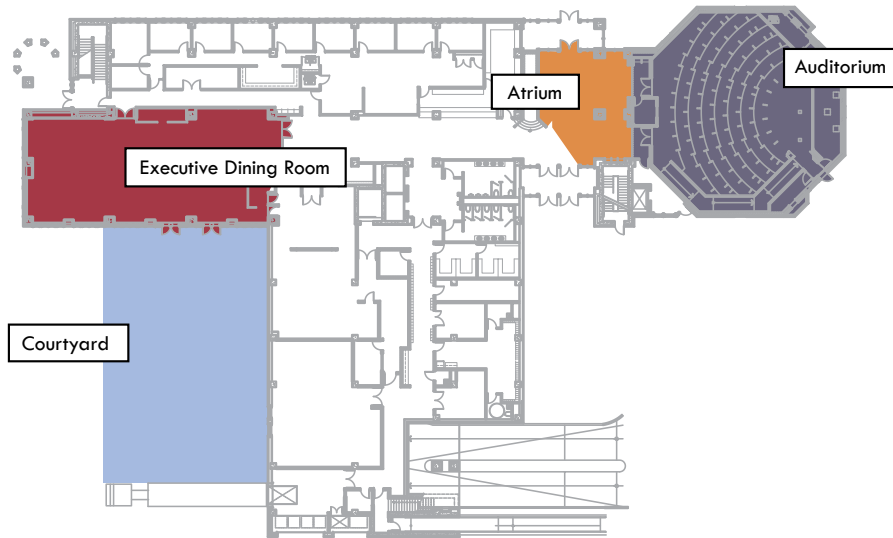
*additional packages available upon request

MEETING ROOMS*

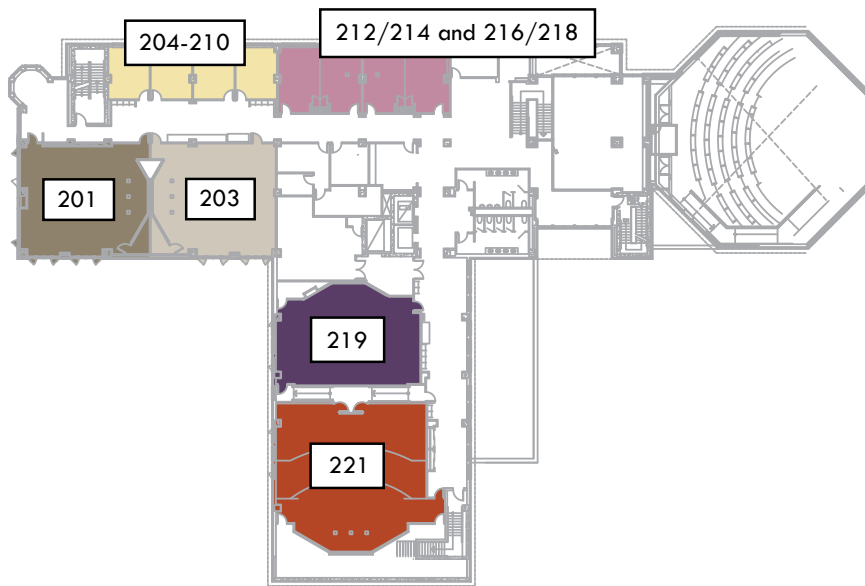
<i>Meeting Room</i>	<i>Banquet</i>	<i>Team Tables</i>	<i>Classroom</i>	<i>Reception</i>	<i>U-Shape</i>	<i>Conference</i>
John J. and Anne W. Oros Dining Room	150	-	-	200	-	-
Kenneth B. Wackman Courtyard	60	-	-	100	-	-
Atrium	-	-	-	120	-	-
Howard Auditorium	-	-	150	-	-	-
204-218 Breakout Rooms	-	-	-	-	-	10
212/214 and 216/218 Breakout Rooms	24	18	20	24	18	22
201 flat Ford Executive Meeting Room	40	54	50	75	32	30
203 flat MGIC Executive Classroom	40	54	50	75	32	30
219 flat Trukenbrod/Sellery Executive Classroom	40	48	50	50	32	30
221 tiered flexible Bolz Family Executive Classroom	60	75	70	100	-	-
Irwin and Linda Smith Skyview Banquet Room	100	48	60	100	26	32
Skyview Reception Room	24	-	-	50	-	-
810-814 Case Study Rooms	-	-	-	-	-	10-15
Smitty's Study Pub	-	-	-	60	-	-

* When hosting larger events space may be combined to accommodate greater numbers of people than individual listed capacities.

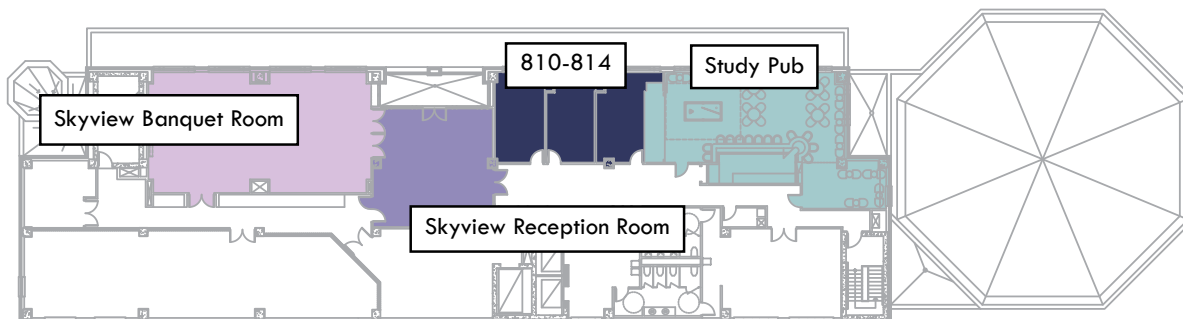
1st Floor

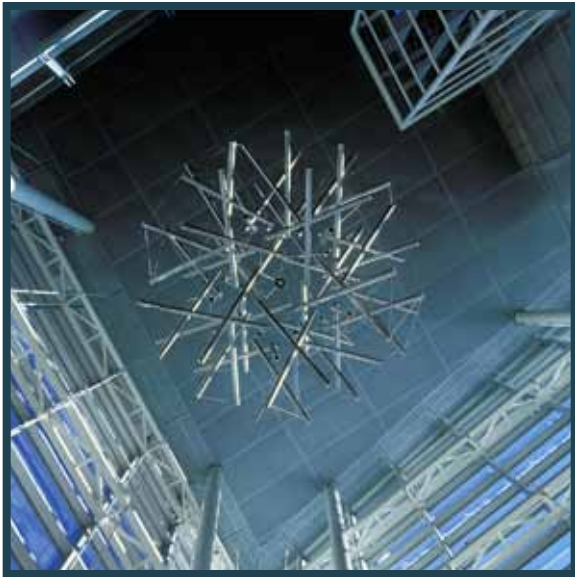


2nd Floor



8th Floor





TECHNICAL SPECIFICATIONS

CLASSROOMS

- Ceiling-mounted 3500-4000 Lumen DLP video/data projector (201, 203, 219, 221, Skyview Room)
- Ceiling-mounted 2400 Lumen LCD video/data projector (212/214, 216/218)
- Dual side-by-side 3500 lumen or single-center-aimed 5500 lumen rear-projected LCD video/data projector (auditorium)
- Windows-based PC which includes:
 - DVD/CD Writer/Reader
 - USB device support
 - Wireless remote mouse
 - Network connection
 - Office 2007 software
 - Printing to b/w and color printers
 - Audio integrated with classroom speakers
- Blu-ray/DVD in podium (VCR available)
- 100+ channel cable television feed
- Color AMX Touch panel that makes it easy to manage lights, different media sources, and shades
- Podium is ready to accept VGA-SXVGA computer displays, RCA video, and S-Video feeds
- 250 sq. ft. 3 panel dry-erase whiteboard/projection surface
- 2 large flipcharts - 1 full paper pad and 4 markers included
- Available upon request: wireless microphone, high-resolution document camera, 35mm slide and overhead projector

CLASSROOMS AND CONFERENCE ROOMS

- Wireless internet complimentary throughout the building
- 100baseT data jacks at seating locations throughout the classrooms and conference rooms
 - 1 in rooms 204-216, 810-814, and Executive Dining Room
 - 5 in rooms 218, 804, and Study Pub
 - 15 in rooms 201, 203, 221
 - 25 in room 219
 - 150 in auditorium
 - Additional data ports available upon request
- IP based Polycom VSX7000 videoconference unit capable of connections in any guestroom, classroom, or conference room upon request
- Custom A/V upon request

Photos courtesy of Jeff Miller (upper) and Michael Forster Rothbart (lower)/
University of Wisconsin—Madison

CATERING

In choosing the Fluno Center for your special event or private meeting you have made the decision to host this occasion at one of the premier sites on the University of Wisconsin–Madison campus. From larger private dinners, to more intimate receptions or cocktail hours, the Fluno Center's culinary team is here to provide lasting memories for all of your guests.

We welcome and encourage the opportunity to discuss customized menus to ensure that we are creating an event that is perfect for you and your guests. We make seasonal changes to our offerings, providing as many local and sustainable options as possible. No matter the time of year, your event will be crisp and fresh. We can help you bring your team together, meet with a client in one of our generous classrooms, plan a reception or plated meal, host a holiday party, or celebrate corporate and academic milestones. Regardless of the occasion, the Fluno Center has the perfect menu and the perfect space for your needs.

We can provide your event with a wide variety of catering selections. Boxed meals or deli style lunches for private meetings, private breaks in your classroom, catered breakfast, action stations, and innumerable options for hors d'oeuvres and plated meals. In addition to the numerous other venues the Fluno Center has to offer, the 8th floor provides our Skyview Reception Room with balcony and our Skyview Banquet Room which provides you and your guests a beautiful view of Lake Mendota; as well as the wrap-around views of Madison from our Study Pub.

Our vision is one of outstanding food and world class service. Our team is ready to create your custom menu and address any dietary needs, whether they are for health, religion, or choice reasons. We are here to offer ideas and suggestions to you for any special themes that go along with your one-of-a-kind occasion. We can also advise on wine pairing, personalized amenities for your guests, or special floral arrangements. We are a full service provider to ensure that all of your needs and expectations are met. For questions or assistance with any of your catering needs, please contact us at (608) 441-7149.



To view our **CURRENT SEASONAL MENU**, please see www.fluno.com/catering.html.



GUEST ACCOMMODATIONS

The Fluno Center has 100 executive residence rooms providing program participants with convenient and comfortable overnight accommodations. Residence rooms are located on the fourth through seventh floors and complement the prairie style furniture of the Center's main rooms. The Fluno Center is 100% non-smoking.

Tastefully decorated guestrooms are designed for comfort and convenience, featuring:

- One Queen-size bed
- Relaxing Kohler whirlpool bath
- Direct-dial 2 line telephone with voicemail
- Spacious, L-shaped workstation
- Complimentary in-room wireless access
- Coffee maker
- Remote control television with cable channels
- Comfortable lounge chair
- Free local and 800 calls



GUEST AMENITIES

- Executive Dining Room offering healthful gourmet cuisine
- Study Pub offering billiards, light fare, and full-service bar
- Fitness center with universal gym and cardiovascular equipment
- Business center with four computers and a fax machine
- A professional staff available to provide assistance with classroom needs, faxes, messages, etc.
- Valet laundry service
- Convenient underground parking
- Off-hour dining: special arrangements available for early departures and late arrivals. To place an order please call the Front Desk (877-77-FLUNO/35866 or 608-441-7117). All boxed amenities will be ready at the Front Desk upon arrival or departure.



For **RESERVATIONS** call: (877) 77-FLUNO (35866)
or (608) 441-7117, fax: (608) 441-7124,
or email: reservations@fluno.com.

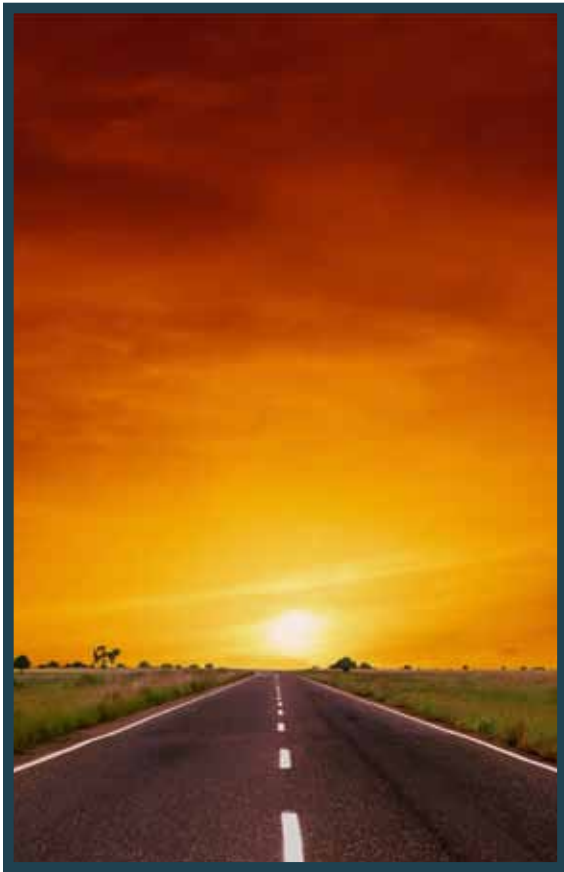
ENVIRONMENTAL STEWARDSHIP

The Fluno Center has a deep respect for preservation of the environment and doing our part to provide a sustainable future. We are committed to promoting environmental stewardship by embracing sustainable practices that are environmentally sound, socially responsible, and economically viable. Throughout our operations, we develop and implement programs and policies within the areas of sustainable food, responsible procurement, green buildings, energy and water conservation, transportation, and waste stream management.

Below are some of the initiatives currently in practice at the Fluno Center:

- “Green” Hotels Association® member
- Recycling used guestroom soap in partnership with the non-profit organization, Clean the World™
- Eco-friendly dry cleaning bag program
- Utilizing Green Seal® certified cleaning products where possible
- Paperless check-in
- In-room recycling
- Guestroom Linen Washing Reduction Program
- Seafood aligned with the Monterey Bay Seafood Watch Program
- Recycling 100% of our fryer oil waste
- Energy conservation in our daily operations
- Off-hours lighting reduction in non-use areas
- Off-hours HVAC reduction in maintenance support areas
- Compact fluorescent lighting (CFL) installed where possible
- Sustainability Action Committee to continually evaluate stewardship





DRIVING DIRECTIONS

Driving from Minneapolis or La Crosse (via I-90/94)

Exit I-94 at Hwy 151 (south) toward the State Capitol. Follow Hwy 151 (E. Washington Ave.) about 5 miles. One block before the Capitol, turn right onto Webster St. Follow this street about 3 blocks as it curves (and changes names). Turn right onto Wisconsin Ave. Go 2 blocks and turn left onto Gorham St. This one-way street turns into University Ave. at the UW campus. Turn left onto Frances St. The Fluno Center entry is on the right side of the street, and parking is located under the building.

Driving from Milwaukee (via I-94)

Where I-94 intersects with I-90, follow the signs for Hwy 30 onto Stoughton Rd. Madison. Exit at Hwy 151 (E. Washington Ave.) toward the State Capitol. Follow E. Washington Ave. about 3 miles. One block before the Capitol, turn right onto Webster St. Follow this street about 3 blocks as it curves (and changes names). Turn right onto Wisconsin Ave. Go 2 blocks and turn left onto Gorham St. This one-way street turns into University Ave. at the UW campus. Turn left onto Frances St. The Fluno Center entry is on the right side of the street, and parking is located under the building.

Driving from Chicago (via I-90)

Take I-90 to Madison. Exit Hwy 12&18 West. Follow Hwy 12&18 (the Beltline Hwy) for about 6 miles. Exit at Park St. (Hwy 151 North). Turn right onto Park St. and go north about 2 miles to the UW campus. Turn right onto W. Johnson St. and go for 2 blocks. Turn left onto Frances St. The Fluno Center entry is on the left side of the street, and parking is located under the building.

Driving from Dubuque (via Hwy 151)

Take Hwy 151 north to Madison. Go under the Beltline (Hwys 12/14/18/151) and angle left onto Midvale Blvd. Follow Midvale Blvd. about 3 miles where it ends at University Ave. Turn right and take University Ave. as it becomes Campus Drive and then Johnson St. at the UW campus. Turn right onto W. Johnson St. and go for 2 blocks. Turn left onto Frances St. The Fluno Center entry is on the left side of the street, and parking is located under the building.

Driving from Green Bay/Fox Valley (via Hwy 151)

Take Hwy 151 South (which becomes E. Washington Ave.) toward the State Capitol. One block before the Capitol, turn right onto Webster St. Follow this street about 3 blocks as it curves (and changes names). Turn right onto Wisconsin Ave. Go 2 blocks and turn left onto Gorham St. This one-way street turns into University Ave. at the UW campus. Turn left onto Frances St. The Fluno Center entry is on the right side of the street, and parking is located under the building.

USING ONLINE MAPS OR A GPS?

601 University Avenue
Madison, Wisconsin 53715

43.072916, -89.396245

OTHER TRANSPORTATION

Dane County Regional Airport, on Madison's Northeast side, provides regional and national air service to and from Madison. The following commercial airlines and car rental companies are available at Dane County Regional Airport:

Airlines

- American Eagle: (800) 433-7300
- Continental Express: (800) 523-3273
- Delta Air Lines : (800) 221-1212
- Midwest Connect: (800) 452-2022
- United Express: (800) 864-8331 Domestic
or (800) 538-2929 International

Car Rentals

- Alamo: (608) 249-1449 or (800) 462-5266
- Avis: (608) 242-2442 or (800) 831-2847
- Budget: (608) 249-5544 or (800) 527-0700
- Enterprise: (608) 661-4900 or (800) 325-8007
- Hertz: (608) 241-3803 or (800) 654-3131
- National: (608) 249-1614 or (800) 227-7368

Traveling by Car from Dane County Regional Airport

Take International Lane to Packers Avenue. Turn left on Packers Avenue and continue straight. Packers Avenue will become Gorham Street and then University Avenue. Turn left off of University Avenue onto Frances Street. The Fluno Center's underground parking garage is on the right.

Riding the Bus

Greyhound Bus Lines (800-231-2222) travels into downtown Madison. Badger Coaches (608-255-6771) offers daily routes between Milwaukee (downtown and General Mitchell International Airport) and campus.

The Greyhound/Badger depot is located several blocks from the eastern edge of campus. The Van Galder Bus Company (608-257-5593 or 800-747-0994) also provides daily round-trip service between campus and Chicago's O'Hare Airport and the downtown Amtrak station.



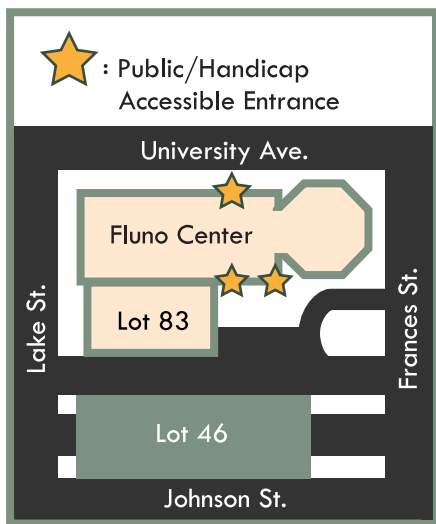
GET AROUND TOWN

Taxis

- Green Cab of Madison:
(608) 255-1234
- Madison Taxi: (608) 255-TAXI (8294)
- Union Cab of Madison Cooperative:
(608) 242-2000
- Badger Cab: (608) 256-5566

Metro Bus System

City of Madison Metro Transit
(608) 266-4466
www.cityofmadison.com/metro



PARKING

A 290-stall parking facility is conveniently located beneath the Fluno Center. The UW–Madison-managed garage is available to the public. Additional public parking facilities within walking distance to the Fluno Center are indicated on the map below. If you have any questions about parking, please do not hesitate to contact the Fluno Center at (877) 77-FLUNO (35866) or (608) 441-7117 for assistance.

- P Lot 83** - Fluno Center (underground): enter from Frances Street, take ticket
(Bike racks inside the entrance to the right)
- P Lake Street Ramp** - Entrances on Lake and Frances Streets, pay attendant
- P Lot 46** - Southeast Ramp: Enter at corners of Frances and Johnson and Lake Streets, 10 hour meters at Frances Street entrance

AREA ATTRACTIONS

The Fluno Center's downtown location places visitors only minutes away from entertainment, activities, and shopping. Nearby, State Street's pedestrian mall offers a variety of bookstores, ethnic restaurants, coffeehouses, pubs, specialty shops, and entertainment. Also nearby are five museums, theater and performing arts, and UW Badger sporting events at the Kohl Center and Camp Randall Stadium.

Kiplinger named Madison the 7th best city in the nation to live and work in May 2009, and *Midwest Living* ranked Madison the #1 Midwest Food Town. Built on the isthmus, Madison has 220 parks, more than 150 miles of bike and cross-country ski trails, and five area lakes for boating and fishing. For a list of area attractions complete with contact information, please visit www.fluno.com or www.visitmadison.com.

Program participants also have access to the University's many resources, including its libraries and recreational facilities, such as tennis and raquetball courts, University Ridge Golf Course designed by Robert Trent Jones II, indoor swimming pool, and fully equipped gymnasiums.

Madison has many cultural and landmark attractions to offer:

- Henry Vilas Zoo
- Capitol City Trail
- Allen Centennial Gardens
- UW Arboretum
- Orpheum Theatre
- Wisconsin Historical Museum
- Wisconsin Veterans Museum
- Madison Children's Museum
- Chazen Museum of Art
- Overture Center for the Arts
- Madison Museum of Contemporary Art
- Dane County Farmers Market
- Wisconsin State Capitol
- Monona Terrace Community & Convention Center
- James Madison Park
- Period Garden Park
- Vilas Park

Photos courtesy of Bryce Richter (upper), Michael Forster Rothbart (middle), and Jeff Miller (lower)/University of Wisconsin–Madison



GREATER MADISON CONVENTION AND VISITOR BUREAU

(608) 255-2537

www.visitmadison.com

THOUGHTS FROM OUR GUESTS

At the Fluno Center, our emphasis is on creating an enjoyable experience for our guests. We are grateful for the continued patronage of our guests and appreciate any feedback you may have. If you have any questions, comments, or concerns, please call us at (608) 441-7117 or (877) 77-FLUNO (35866).

The accommodations were excellent. I particularly enjoyed being housed in the same building as my training. The food was excellent and the dining arrangements were productive for getting to know your classmates and participating in open discussion on the course.

Jacquie O'Quinn

Paralegal Director
Thompson Coburn LLP

Your facility and the accommodations you offer are first-class in my book. The convenience of having classrooms, living quarters, a fitness facility, and a restaurant under one roof made the experience so enjoyable...the bed was even comfortable!

Karen Moore

Vice President
Member Services & Public Relations
Baldwin EMC

The Fluno Center is the perfect learning environment, staffed with exceptional faculty who relate directly to my daily needs, from personal coaching to classroom instruction.

Marg Feiler

Administrator
Marshfield Clinic

We have concluded this year's version of our program, and once again the participants could not have been happier with the Fluno Center.

The Front Desk in particular responded professionally and efficiently to every request of ours, and we had a few

because we did a new program this year. Thank

you for helping organize it all. We look

forward to working with you next year.

Joan T. Schmit

Senior Associate Dean
Wisconsin School of Business

FLUNO CENTER

Meeting Planner Checklist

Account Name: _____

Post As: _____

On-Site Contact: _____

Meeting Room Setup

- U-Shape
- Conference
- Classroom
- Hollow Square
- Rounds of: _____
- Team tables
- Other

Breakout Room Setup

- U-Shape
- Conference
- Classroom
- Hollow Square
- Rounds of: _____
- Team tables
- Other

Total # of people in meeting room: _____ Total # of people in breakout room(s): _____

Meeting start time: _____

Breakout start time: _____

Meeting end time: _____

Breakout end time: _____

Other Needs

- Registration table(s): _____
- Information table(s): _____
- Speaker table(s): _____
- Panel table(s): _____
- Coordinator table(s): _____
- Other: _____

A/V Requirements (please check all that are needed)

A/V fixed in main meeting room is podium, podium microphone, computer, LCD projector, screen, CD/DVD player, two flipcharts, and wireless internet access.

Main Meeting Room:

- | | |
|---|---|
| <input type="checkbox"/> 5' screen | <input type="checkbox"/> Flip chart(s): _____ |
| <input type="checkbox"/> 8' screen | <input type="checkbox"/> Laptop computer |
| <input type="checkbox"/> Audio recording | <input type="checkbox"/> Laser pointer |
| <input type="checkbox"/> Camera and tripod | <input type="checkbox"/> Lavalier microphone |
| <input type="checkbox"/> CD/DVD player | <input type="checkbox"/> Microphone stand |
| <input type="checkbox"/> Conference phone | <input type="checkbox"/> Remote mouse for computer |
| <input type="checkbox"/> Desktop computer | <input type="checkbox"/> Tripod easel |
| <input type="checkbox"/> Digital video taping | <input type="checkbox"/> Video conference |
| <input type="checkbox"/> Document camera | <input type="checkbox"/> Wireless handheld microphone |
| <input type="checkbox"/> DVD recorder | |
| <input type="checkbox"/> DVD/VCR | |

Any additional general session A/V needed please list:

Food & Beverage

What time will your group be breaking for meals each day?

- Breakfast (7:00am - 8:30am)
- Lunch (11:30am - 1:30pm) * Please circle either **11:30-12:15pm** or **12:30-1:30pm**
- Dinner (5:30pm - 7:30pm)

Do you require any private receptions or private dinner functions?

- Yes Date/Time: _____
- No

Will any additional guests be attending meals:

- Yes If so, please indicate date/time/# of people: _____
- No

Incidental Charges (please check the appropriate column)

Master Bill Individual Bill

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Alcoholic drinks |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking charges |
| <input type="checkbox"/> | <input type="checkbox"/> | Business Center charges (copies, faxes, mail, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre & post conference meals |
| <input type="checkbox"/> | <input type="checkbox"/> | Phone charges |
| <input type="checkbox"/> | <input type="checkbox"/> | Guestrooms |

Billing

- All charges, including incidental ones (i.e. phone calls, room service, etc) will be billed to the master account
- Package and group charges to the master account; incidentals on own
- Split billing (please specify): _____
- Tax exempt (please attach your tax exempt form)

Other Information

Will you have any packages being shipped for this meeting?

*If you are shipping packages please include: group name, on-site contact, planner's name, and meeting start date

- Yes: _____
- No

Do you have any materials or welcome information that needs to be given to your attendees at check-in?

- Yes
- No

If a fax or message comes in for a participant, how would you like us to deliver it to the meeting room?

- Knock on door
- Slip message under door
- Leave at the Front Desk

Do you have an agenda you would like to send to us?

- Yes
- No

Please note your rooming list is due 30 days prior to your date of arrival and guestroom blocks for individual call-in reservations are guaranteed until 45 days prior to your date of arrival

Please contact the Conference Planning Department by calling 608-441-7149 or e-mailing conferenceservices@fluno.com if you have any questions.