



International Pressure Equipment Integrity Association

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www.ipeia.com

IPEIA Room Usage Form for Pre-Conference Training, Workshops & Industry Group Meetings

Function: _____

Title of Session, if applicable: _____

Abstract: Attached _____ forthcoming, **within two weeks:** _____ *please select one*

Company / Group Name: _____

Contact information Name: _____

Phone number: _____

E-mail address: _____

Maximum number of people attending: _____

Time of Function: _____

Length of Function: _____

Hospitality to be provided *(for pre-conference training sessions only)*: _____

Additional audio visual equipment required (*): _____

Do you wish to have your function advertised on IPEIA website: Yes No *(please circle)*



If accepted, IPEIA will provide your group with a room of adequate size, in a classroom style set-up, a table and chair at the front of the room and a white screen. For general rules, please check our website under the various sections. It is strongly recommended that you provide your own audio visual equipment. IPEIA **will not** provide a projector of any type, or other audio visual equipment. If additional audio visual equipment is required, as per the information above (*), it will be supplied by The Banff Centre and you will be contacted by their representative regarding payment. For a list of The Banff Centre's a/v equipment, please visit this website: http://www.banffcentre.ca/conferences/services/audio_video.asp

Timelines: <i>Pre-Conference Training Sessions</i>	Monday, February 28 & Tuesday, March 01, 2011	<i>Note: Room Charges Apply</i>
<i>Industry Meetings</i>	Tuesday, March 01, 2011; 1:00 p.m. to 8:30 p.m.	
<i>Workshop Sessions</i>	Wednesday, March 02, 2011; 8:00 a.m. to 12:00 p.m.	

"By signing below, our group agrees to be courteous to other groups preceding and following our session; that our group will keep to the timelines of our session and vacate the room when required. That any tidying of the room will be done during the session, in order to leave the room as we found it. Also, that the IPEIA invoice, if applicable, will be paid in a timely manner. "

Agreed as set out above: _____ Date: _____



Billing information _____

Room Number Provided: _____