

CCI Event Request Form

After completing the request form, please select the **Submit** button below. All requests are due a minimum of 3 weeks prior to the proposed event.

For further assistance, please contact the CCI at cci@potsdam.edu.

Event Info

Presenter (Name)

Event Title

Date* MM/DD/YY

Time*

Contact Info

Name

Department/Office

e-mail @potsdam.edu

Phone (315) 267-

Location

Description

**Please be aware that alternate dates may be necessary if CCI spaces are booked. We appreciated your flexibility.*

Approximately how many people do you expect to attend the event?

Will you be serving refreshments? (refreshment service must be arranged through PACES)

No

Yes

How will your event be presented?

How should the room furniture be set up?

Please arrive 20-30 minutes prior to the event in order to ensure the equipment is setup and working properly.

Which (if any) of the following special equipment do you need?

- Digital Camera
- Portable Poster board
- Color Printer
- Laptops
- LCD Projector