



NCSL welcomes ancillary groups to the Legislative Summit. All attendees to ancillary sessions must be registered for the Summit. Ancillary meetings will be assigned space at NCSL hotels. Your event must be approved by NCSL before a hotel will contract space with you.

If you plan to hold your event at another property, please indicate the location on your form. This information helps us answer questions attendees may have.

Please complete the space request form and return it to events@ncsl.org no later than Friday, May 31, 2024. Once your request has been approved by NCSL, we will let you know. NCSL will provide you with contact information to arrange the logistics for your meeting.

Ancillary groups meeting in conjunction with the NCSL Legislative Summit agree to:

- Conduct sessions during scheduled ancillary time slots listed below.
- Register their primary contact for the full NCSL Legislative Summit.
- Ensure attendees are registered NCSL Legislative Summit and wear their badges.
- Order and pay for all food, beverages, audio visual equipment and other associated costs of the meeting or event. NCSL is not responsible for any contractual agreements made by your event organizers.
- Include the following wording on all invitations and or promotional materials for ancillary meetings: "This event is not part of the official NCSL Legislative Summit and is not endorsed by NCSL."
- Meetings will not be listed in the online agenda or the mobile app.

Please complete one (1) request form per function by May 31, 2024.



Email completed form to events@ncsl.org.

Group Information

Group Name: _____

Address: _____

City, State, Zip: _____

Contact Information

Name: _____

Title: _____

Phone number: _____

Email address: _____

Onsite contact is same as above

If different onsite contact:

Name: _____

Cell phone: _____

Event Information

Title: _____

Time request:

- Monday, Aug. 5, after 7:00 p.m.
 - List Time: _____
- Tuesday, Aug. 6, before 9:00 a.m.
 - List Time: _____
- Tuesday, Aug. 6, after 5:00 p.m.
 - List Time: _____

Location Request:

Hotel: _____

Requested Room Set:

- Classroom
- Rounds
- Reception
- Other: _____

of People: _____

Food and Beverage:

- Breakfast
- Reception/Dinner
- N/A

Audio Visual Needed:

- Projector and Screen
- Microphone
- Other: _____