

## Seminar Request Form

**Deadline: May 1, 2020**

Complete a form for each seminar and return to  
[Stephanie.Shahbazi@USA.MesseFrankfurt.com](mailto:Stephanie.Shahbazi@USA.MesseFrankfurt.com)

Seminar Title (English): \_\_\_\_\_

\_\_\_\_\_

Seminar Title (Spanish): \_\_\_\_\_

\_\_\_\_\_

Presenter and Title: \_\_\_\_\_

Seminar Description (English): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seminar Description (Spanish): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Seminar Date:  Wednesday, July 22       Thursday, July 23       Friday, July 24

Requested Seminar Time:  Morning       Afternoon      Length of Seminar: \_\_\_\_\_ hour(s)

Estimated Attendance: \_\_\_\_\_

**If your booth size is less than 36sqm, the cost to present a seminar is \$500 for up to 4 seminars. Booths 36sqm or larger, may present up to 6 seminars at no charge. No exhibitor may present more than 6 sessions. Credit card authorization form will be sent upon receipt of completed seminar request form(s).**

**Seminar rooms will be set in theater style. Rooms include a microphone and speakers, however, it is NOT intended to be used in front of a noisy audience. We suggest ordering your additional audio visual needs from Grupo Ormex.**

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Booth # \_\_\_\_\_ Email \_\_\_\_\_

\*Please print clearly as all correspondence is sent by email

Authorized Signature \_\_\_\_\_