

**CREDIT GRANTOR/CLIENT/NETWORK/DEBT BUYER  
APPLICATION FOR 30 or 60 MINUTE GROUP MEETING SPACE**

NCBA is offering meeting space to Clients for 30-minute or 60-minute large group meetings with your attorneys. To facilitate your participation, NCBA will provide one complimentary registration for the conference. Space for each 30-minute or 60-minute meeting is provided on a complimentary basis and NCBA will make every effort to accommodate your needs. All presenters and attendees at your meeting must be registered for the NCBA Fall Conference.

Please indicate your preference for your meeting time and duration. Meetings will be held on Thursday, October 4, 2018.

Meeting Room Preferences:

<b>Morning</b>	<input type="checkbox"/>	<b>Afternoon</b>
<b>30-minutes</b>	<input type="checkbox"/>	<b>60-minutes</b>

- How many participants do you anticipate will attend your meeting? \_\_\_\_\_
- Choose One:  
Open to all Attendees? (Must be recruiting attorneys at time of conference) or  
  
Closed (invited attorneys only-to be monitored by client)
- There may be more than one Client Group Meeting happening at the same time. If there is a Client(s) that you would like to request not have a meeting at the same time as your meeting, please list them here:
- Would you like to become, or are you already, a Sponsor of this conference?  Yes  No
- The complimentary registration will be used by:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

NCBA will provide:

- One (1) Complimentary Meeting Space
- One (1) Complimentary Full Conference Registration
- Five (5) Guest badges for full-time employees of your company for attendance to your meeting only. **Note:** This is to be utilized for those employees to attend only your Client Meeting, who are not planning to attend any other conference activities. Names of these individuals must be submitted no later than September 20, 2018. Registration instructions will be emailed to you.
- A Complimentary Standard Audio Visual Set (laptop, projector, screen and microphone) for each meeting room.  
If you wish to provide food for your attorneys, please contact Kelly Monti at [kelly@creditorsbar.org](mailto:kelly@creditorsbar.org) in our National Office so that we can connect you with the designated hotel representative who can handle your orders.

Yes (Please check to confirm understanding. This is required to process your request)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please FAX completed form to 240-559-0959 or email to [conferences@creditorsbar.org](mailto:conferences@creditorsbar.org) as soon as possible, but prior to August 20, 2018.

Space will be reserved on a first-come, first-served basis. NCBA will send confirmations of receipt of this form. Once space is assigned, NCBA will issue contracts to confirm mutual understandings.

Please direct questions to:  
Lisa Linke, Director of Meetings and Events  
[conferences@creditorsbar.org](mailto:conferences@creditorsbar.org) or 202-861-0706