



CAUCUS ROOM RESERVATION FORM

TO: CSHP HOUSE OF DLEGATES
California Society of Health-System Pharmacists
1314 H Street, Suite 200, Sacramento, CA 95814-1930 Fax:
(916) 447-2396 or Email: seminar@cshp.org

Instructions for Delegations: *Please note rooms will be assigned on a first-come, first-serve basis. Please return this form as soon as you are aware of your need/desire for a caucus room. If all available caucus rooms are not reserved in advance of Seminar, rooms will be available for assignment onsite. Please designate one member of your delegation as the contact for the caucus room who can be notified of your final room assignment. You may want to select several different times for a caucus in the event your preferred time has been assigned to another delegation. Questions can be directed to the CSHP office at 916-447-1033 or via email to seminar@cshp.org*

The _____ Delegation to the California Society of
(Chapter Name)

Health-System Pharmacists House of Delegates would like to request the use of a caucus room on the following dates and times:

Please Circle or Highlight Your Choice(s)

Friday (10/27/2017)	Saturday (10/28/2017)
8:00 – 9:00 AM	8:00 – 9:00 AM
9:00 – 10:00 AM	9:00 – 10:00 AM
10:00 – 11:00 AM	10:00 – 11:00 AM
11:00 – 12:00 PM	
12:00 -1:00 PM	
1:00 – 2:00 PM	
2:00 -3:00 PM	
3:00 – 4:00 PM	
4:00 – 5:00 PM	

The member of our delegation to contact with final caucus room assignments is:

(Name)

(Telephone Number)

(E-Mail Address)