

**CAMPUS/FACILITY APPLICATION**

<b>Campus/Facility Name:</b>	
<b>Facility Contact(s):</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	

**FUNCTION/MEETING ROOM SPACE**

What type of facility is available? (Check all that apply)

- Executive Education Center      Classroom(s)      Computer Lab  
 Other, listed below                       Level floor with flexible set up

Room rental fee, if any: \_\_\_\_\_

Function/meeting room specifications:

Total number of computers in labs \_\_\_\_\_  N/A

Classroom dimensions \_\_\_\_\_

Room set up:

- Schoolroom or Classroom      U-shape  
 Theater or Auditorium         Conference or Boardroom  
 Hollow Square                     Round Tables  
 Podium                               Smoking  
 Non-Smoking

**AUDIOVISUAL EQUIPMENT**

What type of audiovisual equipment and support is available? (Check all that apply)

- LCD Projector and Screen      Flip Chart and Markers      Microphones  
 TV and VHS VCR                 Laptop for use with presentation      Technical support person  
 Internet Access  
 Other, listed below

**COMPUTER TECHNICIAN:**

Is technical support available?  YES                       NO

Contact name at the school for technical support \_\_\_\_\_

**COPY FACILITIES:**

Are copy services available on campus?

YES                       NO

If so, is the school willing to help with production of seminar materials?

YES                       NO

Please list other nearby copy centers: \_\_\_\_\_

**SLEEPING/GUEST ROOM ACCOMMODATIONS**

Are sleeping/guest room accommodations available on campus?

YES                       NO

If yes, how far are they located from the meeting rooms? \_\_\_\_\_

Is there a complimentary room policy?

YES                       NO

What is the standard room rate? Single \_\_\_\_\_ Double \_\_\_\_\_

Facility name and address: \_\_\_\_\_

Are sleeping/guest room accommodations available near campus?

YES                       NO

If so, how far are they located from the meeting rooms? \_\_\_\_\_

List names of accommodations? \_\_\_\_\_

Are you equipped to assist AACSB International with sleeping/guest room arrangements?  YES

NO

**BANQUET/FOOD SERVICE**

Are food services available on campus? \*\*YES NO

\*\*If so, please provide a menu with all applicable charges.

Provide a list of area restaurants and approximate distance from meeting rooms/campus.

<b>Restaurant Name</b>	<b>Distance</b>

**SPECIAL ACCOMMODATIONS**

Describe the accommodations made for people with disabilities to get to the school facility for the meeting \_\_\_\_\_

**AIRPORT**

What is the name of the closet major airport to your facility? \_\_\_\_\_

Approximately, how far is the airport from your facility? \_\_\_\_\_

Is shuttle service available from the airport to campus? YES NO

If so, who is it provided by?

Airport  Campus

What are the charges for shuttle service? One way \_\_\_\_\_ Round Trip \_\_\_\_\_

**PARKING**

Is there available parking located on campus?

If so, is a parking pass required? YES NO

Is a charge involved? YES NO

How far is parking from function/meeting room? YES NO

**SECURITY**

Describe the security that will be available for the AACSB meeting? \_\_\_\_\_

Contact name for security \_\_\_\_\_

**INFORMATION NOT COVERED ABOVE**

\_\_\_\_\_