



SOCIETY FOR MUSIC THEORY

Annual Meeting · November 7-10, 2019

Hyatt Regency Columbus · 350 N High Street · Columbus, OH 43215

MEETING AND RECEPTION REQUEST FORM

If you would like to hold a meeting or reception at the 2019 SMT Annual Meeting, please fill out this form and email it to Jennifer Diaz at smt@societymusictheory.org. Space is limited and will be allocated on a first-come, first-served basis. If additional information is required, we will be in touch.

The deadline for inclusion in the preliminary program is June 15, 2019.

The deadline for inclusion in the final program is August 16, 2019.

Organization/Institution Name:

Meeting/Reception Title:

(as you would like it to appear in the Program Book)

Preferred Day

Thursday

Friday

Saturday

Sunday

Preferred Starting Time:

Preferred Ending Time:

Approximate # in attendance:

Special Requests

Catering

Budget:

AV (additional fees may apply)

Internet

Projector & Screen

Publish in Program Book

Room Setup

Reception (open room, chairs on side)

Conference (around a table)

Theater (rows of chairs)

Banquet (round tables)

Meeting/Reception Contact Information

Name:

Email:

Phone Number:

Payment Type

Email me a Paypal Invoice

Check or Money Order

Purchase Order

Billing Contact Information

Name:

Email:

Phone Number:

Address:

City, State, Zip Code:

All catering will be provided by the conference venue. Menus will be available late summer and will be emailed to the reception contact. All reception catering will receive a 15% discount on published menu pricing.