



# RETI TRAINING CENTER

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*With ANY changes made after reservation confirmation please email or call direct to make sure accommodations are still available.*

## Meeting Information

Official Name of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

## Contact Information

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department Represented: \_\_\_\_\_

## Meeting Needs

**Classroom (check one needed)** Please have all Power Points and other information on Flash Drives or available through an on-line source.



### Room 204

- Seats 76 at tables
- Smart Podium



### Room 201

- Seats 53 at tables
- Smart Board

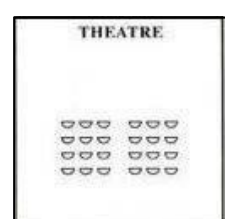
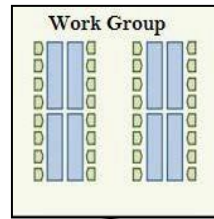
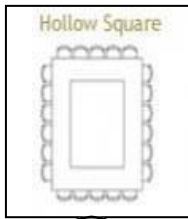
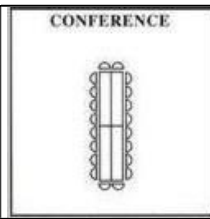
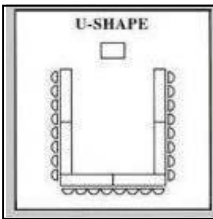
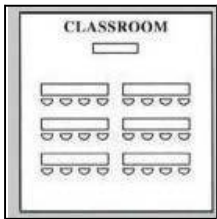


### Room 202

- Seats 47 at tables
- Smart Board

Rooms 305/306

## Seating Style (check all needed)



Is catering needed?  Yes  No

*(Will attach menu options with conformation email)*