



RETI TRAINING CENTER

89 RICHARD MINNICH DR
SUTTON, WV 26601

T: 304-765-4500
C: 304-678-3122
F: 304-765-4061
E: cayla.long@wvreti.org
W: wvreti.org

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

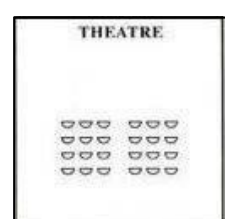
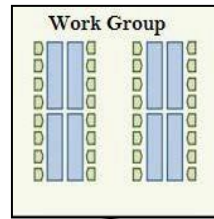
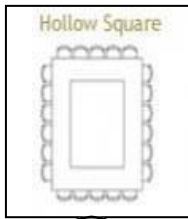
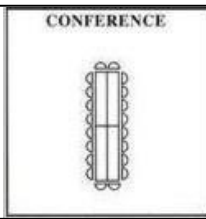
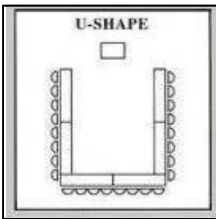
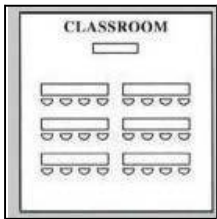


Room 202

- 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)