

2012 MMEA ALL STATE CONFERENCE
In the Now: Prepare the Future, Preserve the Past
March 1-3, 2012

MMEA Conference Reception Request Form
for College & District Receptions to be held Thursday, March 1, 2012, 8:00 PM
at the Seaport Hotel and World Trade Center, Boston, MA

Please return this reception form to Libby Allison at the address below by **January 15, 2012**.

Organizational Name _____

Contact Person _____ Expected attendance _____

Address _____

Telephone # _____ Fax _____ E mail _____

We will honor your requests on a first-come, first-served basis because of limited space. Once you have returned this form to Libby Allison, Conference Coordinator, you will be sent the menu choices so that you can make food and beverage selections for the reception.

All billing for reception food and beverage charges will go to MMEA. MMEA will then bill the appropriate organization for these charges.

Room assignments will be posted on the MMEA website in mid February as part of the At-A-Glance schedule.

When arrangements are completed for each reception, it is understood that a duly authorized representative of the organization sponsoring said reception will be responsible for settling the account with MMEA.

Please return this form to:
Libby Allison
MMEA 2012 Conference Coordinator
120 Green St.
Medfield, MA 02052

OR by email to
libbyallison@mac.com