

Reservation Request Form for TMA Conference/Training Rooms at DHHQ

Section I. Contact Information

Sponsor Name:	Office Phone:
E-mail Address:	Cell Phone:
Organization:	POC Phone:
Name of Event POC:	POC Email:

Section II. Event Information

Event/Meeting Name:	Date:
Start Time:	End Time:
Is this a recurring event: Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Select Type of Recurrence: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other Select Recurring Day(s) of the Week: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
	Number of Attendees: Number of Visitors: Start Date:
	Room Preference (Not guaranteed): _____ Floor Preference: _____ End Date: (6 Months Max)

Section III. VTC Request

VTC Request: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Additional VTC/Audio Information: Call 703-681-5226 for VTC support.	Include names of VTC locations and the ISDN numbers. For each site include the name of the POC at that site and their cell number. ⇒	
	If you have VTC and need audio lines, provide estimated number of callers. VTC Office will provide phone numbers and passcodes prior to the meeting. ⇒	
Do you need "audio only" dial-in lines?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, POCs are responsible for setting up audio only requests. Forms should be sent to TMAaudio@tma.osd.mil	

Section IV. Training Room Information

Internet Access: Yes <input type="checkbox"/> No <input type="checkbox"/>	Room Preference <input type="checkbox"/> 1SW113 <input type="checkbox"/> 3M165 <input type="checkbox"/> No Preference
Number of Computers Required:	
Required Software Program:	

Terms and Conditions

This is the official form for all TMA conference room requests, no other forms will be accepted. Room reservation requests will be accepted via email as an attachment only – please send to DHHQ.Conference.reservations@tma.osd.mil or call Conference Operations at 703-681-0909. Reservations are required no less than **48 hours*** in advance (*every attempt will be made to accommodate your request; however, meeting space is **not guaranteed** for your selected date(s) and time). Recurring meetings will be reserved for a 6 month maximum period, please remember to resubmit your recurring conference room request prior to the end of the 6 month period. Food and Beverages are not allowed in any TMA conference room. Each Event POC will be responsible for cleanup, damages, stains and any spills. All trash and materials must be removed at the end of your event and restore room back to its original condition.

Section IV. Terms and Conditions Agreement

Your Signature indicates you agree to cancel or change your reservation within 48 hours of the scheduled event and you have read and agree to the terms and conditions above including any damages.	_____ Signature or Typed Name (Electronic Signature is preferred but not required)	_____ Date
---	--	---------------

DO NOT WRITE IN THIS BOX: FOR OFFICIAL USE ONLY

Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Assigned Room Number:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:
Signature of Scheduler	Date Confirmation sent to Event POC :