



## OFFICE OF EMERGENCY MANAGEMENT

### REQUEST TO RESERVE THE IOC CONFERENCE ROOM (Room 3447 – MIB)

Reservation Point of Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Bureau/Office: \_\_\_\_\_

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

Date(s) and Time(s) Requested: \_\_\_\_\_

#### Requested Meeting Support:

- Video-Teleconference- Dial-In Number (ISDN only):

\_\_\_\_\_

- Teleconference - Phone Number and Passcode:

\_\_\_\_\_

- Computer Support:

- PowerPoint

- Other – Describe: \_\_\_\_\_

Contact the Interior Operations Center Conference Room Coordinator at (202) 513-7697 for further information. It is requested that reservations be received at least two weeks prior to the requested meeting due to high demand. Cancellations must be received 48 hours prior to scheduled events. FOOD AND BEVERAGES may be allowed but must be approved in advance. At conclusion of the meeting, the room must be returned to its original condition.

**CAUTION:** The Office of the Secretary has priority for the use of the IOC conference room; therefore, if there is an urgent need for a senior leadership or Emergency Management Operational Meeting, the requester may need to accommodate a shift or short notice cancellation of a reservation.

Signature and Date: \_\_\_\_\_

Email this completed request form to: IOC Conference Room Coordinator ([iocreservations@ios.doi.gov](mailto:iocreservations@ios.doi.gov)) or by Fax to: 202 208 3421. Depending on availability, you will receive a confirmation email of the reservation or a request to provide an alternate time and date.