



In Conjunction With (ICW) Meeting Request Form

If you are interested in holding a meeting or event in conjunction with the Sustainable Agriculture Summit, you must submit your request to the Summit Coordinator.

The Summit aims to ensure attendees can fully participate in all scheduled sessions and events. Therefore, ICW meetings cannot take place during the official Summit schedule on Wednesday or Thursday, except during posted breakfast or cocktail hours. The full Summit schedule can be found at www.sustainableagsummit.org.

Meetings or events requested for Tuesday, November 17, will also need the approval of the Summit organizers to ensure there is no conflict with host partner meetings, which take place on that day.

Meeting room requests must be received by **Friday, October 23, 2026. Request approval will be at the organizer's discretion.** Once the request has been approved, you will work directly with the venue for meeting room, catering, audio visual, and billing requirements. Please note, the assignment of meeting space is at the discretion of the hotel and room rental may apply.

Please complete and return this form to Kathy Norton, Summit Coordinator, at Kathy.norton@conferencedirect.com.

Contact Information

Name	
Organization	
Host Organization <i>(if different from above)</i>	
Email	
Mobile Phone	

Event Information

Event Name	
Event Day & Date	
Event Start Time & End Time	
Anticipated Number of Attendees	
Onsite Contact Name <i>(if different from above)</i>	
Onsite Contact's Cell Phone	
Brief description, (including type of event: meal function, meeting, etc.) and purpose of meeting	
Is this event by invitation only or posted publicly?	
Which Summit partner organization(s) are you affiliated with?	☐ Innovation Center for US Dairy ☐ Field to Market ☐ US Roundtable for Sustainable Beef ☐ US Roundtable for Sustainable Poultry & Eggs ☐ Stewardship Index for Specialty Crops ☐ None
Are you a Summit sponsor/exhibitor?	☐ Yes ☐ No

Meeting Room

Room Set	Anticipated Audio Visual <i>(to help determine room size only. Audio visual requirements need to be arranged directly with venue's AV company)</i>
☐ Classroom ☐ Rounds of 10 ☐ Crescent Rounds of 7 ☐ Theater ☐ Hollow Square or U-shape ☐ Conference ☐ Reception ☐ Other	☐ LCD projector ☐ Screen(s) ☐ Riser ☐ Head table for _____ ☐ Podium ☐ Materials table ☐ Registration table
Food and Beverage	
☐ Yes ☐ No	

Summit Approval signature (required): _____

Date Approved: _____