



THE AERO INSTITUTE
AEROSPACE | EDUCATION | RESEARCH | OPERATIONS

38256 Sierra Highway, Suite A
Palmdale, California 93550

www.aeroinstitute.org

For Office Use Only

Room Assignment:

- Administration/A13
- Courtyard Room 152B
- ERC/A14
- Expioration Gailery
- Research/A11
- Technology Room 115

Conf. by: _____

Date: _____

FACILITY REQUEST FORM

Please complete and print this form and fax to the AERO Institute at (661) 265-9548.

Requestors Name: _____ Today's Date: _____

Company: _____

Department: _____

Telephone: _____ Fax: _____ Mobile: _____

E-mail address: _____

Title of Class/Course/Meeting: _____

ROOM RESERVATION

Date Needed: _____ Number Attending: _____

Time Requested: From _____ To _____

Style Requested:

- | | | | | |
|------------------------------------|--------------------------------------|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Boardroom | <input type="checkbox"/> Conference | <input type="checkbox"/> U-Shape | <input type="checkbox"/> T-Shape |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Semi-Circle | <input type="checkbox"/> Circle of Chairs | <input type="checkbox"/> Clusters | <input type="checkbox"/> Chevron |

Please Indicate Equipment Needed:

- | | | |
|---|---|---|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone | <input type="checkbox"/> ViTS |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Phone for Teleconference |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Flip Chart | |
| <input type="checkbox"/> Wired Internet | <input type="checkbox"/> Wireless Internet | |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> LCD Projector | |





Comments: _____

Note: All requests will be accepted on a first-come, first-serve basis. Meeting room assignment is at the discretion of the AERO Institute and will be based on the requestor's requirements and best utilization of the facility.





If you have any questions, please contact the AERO Institute at (661) 276-AERO (2376)

Print this form and fax to: (661) 265-9548



Room Configurations:

IMAGE	NAME/DESCRIPTION	CAPACITY	TABLE SIZES
	<p>T-Shape: Serves the same purpose as the conference style, and is used when the group is too large for conference style seating. It allows for face-to-face interaction. It is recommended that program leaders and speakers are placed at the cross points.</p>	<p>17 people</p>	<p>4 7ft tables 2 6ft tables</p>
	<p>U-Shape: For interaction between attendees in a meeting.</p>	<p>17 People</p>	<p>4 7ft tables 2 6ft tables</p>
	<p>Conference: Best suited for small meetings where close interaction is preferred, such as small training sessions and committee meetings.</p>	<p>18 people</p>	<p>4 7ft tables 2 6ft tables</p>
	<p>Classroom: Accommodates note taking and the use of handed out material. It works well for both large and small groups.</p>	<p>24 people</p>	<p>8 7ft tables</p>

Room Configurations:

	<p>Clusters: Ideal for small team, work group, and committee meetings that require a lot of group interaction. This is usually a set-up choice that would include a meal service.</p>	<p>32 people</p>	<p>8 7ft tables</p>
	<p>Chevron: Recommended for large interactive groups and group participation. It can be set up with or without tables.</p>	<p>24 people</p>	<p>8 7ft tables</p>
	<p>Boardroom: Suggests formality and hierarchy of the speaker.</p>	<p>13-18 people</p>	<p>4-6 7ft tables</p>
	<p>Circle of Chairs: Promotes community and encourages all attendees to participate.</p>	<p>30 people</p>	<p>30-35 chairs</p>

Room Configurations:

 A photograph of a room with rows of blue chairs facing a stage area. A small wooden table is in the front row. The room has a door and windows in the background.	Theatre: Accommodates the most individuals per area. It is appropriate for lectures and keynoters. Also, it keeps the audience closest to the front, creating increased audience responsiveness.	50 people or less	55 chairs or less
 A photograph of a room with blue chairs arranged in a semi-circle. A single black chair is in the center of the circle. The room has a door and a whiteboard in the background.	Semi Circle: Provides the audience with good viewing and contact with each other. The presenter has high audience density and great eye contact.	20 people	20 chairs