

2024 NCBA Connect - Annual Conference
Credit Grantor / Client / Debt Buyer / Network
Request for INDIVIDUAL Meeting Space
Sheraton New Orleans Hotel - October 21-24, 2024

Credit Grantors / Clients utilize NCBA conferences to hold individual meetings with their attorneys. NCBA provides an opportunity for you to reserve private meeting space for a reasonable fee. If you wish to lease meeting space for Individual Meetings, please complete and return this form as soon as possible. Space is limited and will be reserved on a first-come, first-served basis. Individual meeting room reservations will include two (2) Complimentary Additional Credentials. These passes are for full-time employees of your company who will be attending only your company's client meetings but are not planning on attending any other client meetings, sessions or conference activities. NCBA will promote your company as holding a meeting at the conference.

All rooms will be private rooms and all attendees are required to have conference registrations and wear their conference badges to gain entrance. Law firm attendees that are not members of NCBA will not be able to access your meeting. Please include this information in your meeting invitations.

MEETING ROOM RENTAL: Individual Meeting Rooms are available on Tuesday, October 22 and Wednesday, October 23 The room charge is \$795 per day. After checking the box for your preferred meeting room days, click the linked date to complete your payment.

Preferred Day(s) of Meeting:

Tuesday, October 22

Wednesday, October 23

Both Tuesday and Wednesday

Room Set (if different than two large rounds with six chairs each):

Food & Beverage

Food and Beverage must be ordered through the hotel. The hotel does not allow for outside Food and Beverage items to be brought in.

No. Thank you.

Yes. Please have the hotel contact:

Name:

Email:

We understand all attendees of our meetings will need to be registered for the NCBA Conference and that law firm attendees that are not NCBA Members will not be able to access our meetings.

Signature:

Date:

Name:

Title:

Organization:

Phone:

Email:

Please email this completed form to conferences@creditorsbar.org prior to August 1 if possible.

First-come, first-served.

NCBA will send confirmation of receipt of room request. Once space is assigned, confirmation of space will be sent.

For questions, please contact:
Lisa Linke
NCBA Director of Meetings and Events
conferences@creditorsbar.org