

National Indian Health Board External Meeting Request Form

An external partner or group may request the use of National Indian Health Board (NIHB) conference space during the NIHB National Tribal Health Conference (NTHC) for an event or meeting. These requests must occur outside of NIHB Conference Programming. Requests are dependent on availability and are not guaranteed.

By hosting an event at NIHB's NTHC the organization will be published in the printed agenda, posted in the online agenda, and have signage present outside of their event space. The event, if public, will be available to all conference attendees - an audience of up to 1,200 health practitioners, policy advocates, tribal leaders, industry professionals, and more.

Contact Information

Name of Requesting Group _____

Group Status Federal Tribal Non-Profit For-Profit Other _____

Name of Point of Contact _____

Email _____ Phone _____

Title/Position _____

Event/Meeting Information

Name of Event _____

Onsite Point of Contact _____

Email _____ Phone _____

Title/Position _____

Event Type Meeting AM Reception PM Reception Luncheon
 Other _____

Event Date _____ Is date flexible? Yes No

Start Time _____ End Time _____ Is the time flexible? Yes No

Secondary Event Date _____

Secondary Start Time _____ Secondary End Time _____

Description and Purpose of Event

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Event/Meeting Information *continued*

Estimated Attendance _____ Is this Event public? Yes No

Intended Audience (*please describe who will be in attendance of your event*)

Will the event need any audio visual equipment? Yes No

If yes, please detail below. Please note these expenses will be the responsibility of the external group.

Will the event need any food and beverage? Yes No

If yes, please detail below. Please note these expenses will be the responsibility of the external group.

What other ways will the organization participate in NTHC? None Exhibit Attending Sponsor

Terms and Conditions

The requesting group is responsible for the advertisement of the event, however, NIHB will share information through the conference agenda. The group will be responsible for any food and beverage associated with the event or meeting as well as any additional audio visual charges outside of what is already existing in the room.

By submitting this event request form, the sponsoring organization agrees to abide by the rules and requirements of the venue. Approval of an external event does not imply sponsorship or endorsement of the sponsoring organization by the National Indian Health Board.

Payment and Fees

To cover the administrative tasks and cost of the meeting space, NIHB will collect a small fee of \$500 for an external meeting. If approved, the listed point of contact will be put in touch with the appropriate venue staff.

Preferred Method of Payment Check Credit Card ACH Transfer

Once completed, please email this form to Kellcee Baker at kbaker@nihb.org.
Please contact Kellcee with any questions.