

From: [Shoemaker, Justin](#)
To: [FW6 ROConfRooms](#)
Cc: [Guinotte, John](#)
Subject: Conference Room Request for 2/15-2/16
Date: Friday, February 3, 2017 8:45:12 AM

Contact name and phone number: **Justin Shoemaker 309-757-5800 x214 or John Guinotte 303-236-4264**

Date(s) of meeting/event: **February 15 and 16 2017**

Number of people attending: **~ 6**

Presentation or training, (please state what programs you need to run, i.e., PowerPoint, Word, etc.): **Powerpoint, Word, Vidyo**

Name or title of meeting/event: **Wolverine SSA meeting**

Set up time (first day): **8:00 AM**

Daily start time of meeting/event: **8:00 AM**

Daily end time of meeting/event: **5:00 PM**

Clean up time (last day): **5:00 PM**

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