

**2023 NCBA Connect - Annual Conference**  
**Credit Grantor / Client / Debt Buyer / Network**  
**Request for INDIVIDUAL Meeting Space**  
**Sheraton Denver Downtown, May 3 - 5, 2023**

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 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 Wednesday, Thursday and Friday, May 3 - 5. The room charge is \$750 for a full day and \$500 for a half day. A link to the invoice will be sent with your confirmation.

Preferred Day(s) of Meeting:

Wednesday, May 3

Thursday, May 4

Friday, May 5 (Half Day 8AM - 12PM)

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](mailto:conferences@creditorsbar.org) prior to February 16 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](mailto:conferences@creditorsbar.org)