

Duke University Conference Services
Summer 2010 Date Request Form
Return by: Wednesday, September 30, 2009

Program: _____

Completed by: _____ Date: _____

The Summer 2010 Conference Season Dates are:

Friday, June 4 – Sunday, August 8

NOTE: Do not assume that by returning this form that the dates requested are confirmed or that the type of housing requested can be provided. The requests for air-conditioned space will far exceed what will be available. Check-in cannot begin before 12 noon. Check-out must be completed by 12 noon.

MULTI-SESSION PROGRAMS MUST ALLOW AT LEAST 25 WEEKDAY HOURS BETWEEN THE END OF PARTICIPANT CHECK OUT AND THE START OF CHECK IN FOR THE NEXT SESSION.

Program Dates

Session	Staff Check-in (Day & Date)	Staff Check-out (Day & Date)	Participant Check-in (Day & Date)	Participant Check-out (Day & Date)	Number of Beds Requested
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Type of Housing

Choose as many categories as apply to your program:

Singles: _____ Doubles: _____

Contact Information

Please provide the contact information for your program.

Primary Contact:

Address:

Phone:

Fax:

Email:

Duke University Conference Services
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Durham, NC 27708
Phone: 919-660-1760
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Email: ConfServ@notes.duke.edu