



OLC EDUCATION & CONFERENCE CENTER

9400 West Higgins Rd., Suite 100
Rosemont, IL 60018-4975
847.384.4210
OLCevents.com

LAB SPACE REQUEST FORM

Dates Requested: _____ Site Visit - Please call to schedule

Organization: _____
(please print)

Billing Address: _____

Organization Contact: _____

Phone Number: _____ Cell Phone: _____

Email: _____ How did you hear
about the OLC? _____

Set Up Date and Time: _____

Date(s) & Hours of Meeting: _____ Number of People: _____

Title of Event/Meeting: _____

LAB INFORMATION

Lab Space includes Lab A – 12 Stations, Lab B – 12 Stations or both Lab A & B – 24 Stations
Demo Station – For presenting Live Demonstrations in Lab(s), Auditorium(s), Conference Room(s) or
Outside Venues

LAB REQUIREMENTS

of Station(s): _____ # Registrants: _____ # Faculty: _____

Staff: _____ # Reps: _____ Demo Station

Type of Meeting/Procedure (i.e. ACL repair, Pain Management etc.) _____

- Open procedure
- Arthroscopic/Endoscopic
- Other: _____

LAB SPACE REQUEST FORM *(Continued)*

SPECIMEN SUPPORT

Type of specimen: _____ Number of Specimens: _____

Specimen Position and is positioning device required? Please specify below:

Will CT scan or MRI be required on specimen(s) prior to the course? Please specify any details
(*additional fee*):

C-ARM REQUIREMENTS

Mini C-Arm(s) (*additional fees*) - Total Number Needed: _____

C-Arm(s) (*additional fees*) - Total Number Needed: _____

Specific Date(s) & Hours for C-Arm Tech (*Tech additional fees*): _____

(If you need more than 2 Mini C-Arms or 2 C-Arms, you will need to make the necessary arrangements to have them shipped in.)

INSTRUMENTATION REQUIRED: (*Detailed list of instrumentation available upon request.*)

POWER EQUIPMENT (*additional fees for blades*)

Stryker Drills
Jacobs Chuck, Synthes, and Hudson (*please circle adapters required*)

Stryker Sagital Saw
List size of blades needed _____

Stryker Reciprocating Saw
List size of blades needed _____

Compressed Air (*additional fees*)

Suction Capabilities (*additional fees*)

LAB AV REQUIREMENTS (*additional fees are charged for the following*)

Session(s) Recorded

LCD Projector (additional to one provided)

Teleconferencing: with Conference Phone

Videoconferencing with: Outbound Locations Inbound Transmission

Live Video Streaming

Webcasting

Flipcharts Easels (*Complimentary*)

Please note: AV technician(s) required for lab space requested will be included in quote.



LAB SPACE REQUEST FORM (Continued)

ADDITIONAL EVENT/MEETING SPACE REQUIRED:

- Auditorium A - Classroom - 72pp (1964 sq ft)
- Auditorium B - Classroom - 72pp (1973 sq ft)
- Auditorium C - Classroom - 36pp (1102 sq ft)
- Auditorium AB - Classroom -144pp (3937 sq ft)
- Auditorium BC - Classroom - 108pp (3075 sq ft)
- Auditorium ABC Classroom - 180pp (5039 sq ft)
- Conference Room 1A - Hollow square – 16pp (493 sq ft)
- Conference Room 1B – Conference – 8pp (291 sq ft)

EVENT/MEETING SPACE AV REQUIREMENTS (additional fees are charged for these)

- Session(s) Recorded
- LCD Projector (additional to one provided)
- Teleconferencing: with Conference Phone
- Videoconferencing with: Outbound Locations Inbound Transmission
- Live Video Streaming
- Webcasting
- Panel Discussion Set-up - # on Panel: _____ # Mics: _____ Confidence Monitor
- Flipcharts Easels (Complimentary)

Please note:

AV technician(s) required for meeting space requested will be included in quote.

Additional fees are charged for HVAC if meeting is after business hours or on a weekend.

CATERING REQUIRED: YES NO

If catering is needed OLC staff will contact you with menu options and provide a separate estimate.

SPECIAL MEETING/EVENT REQUIREMENTS: _____

EVENT/MEETING MATERIALS REQUIRED BY OLC:

- Participant Registration List
- Meeting/Event Daily Agenda
- Lab Participant Waiver Form (form is for anyone entering the Lab space and is available on-site.)

I will be held responsible by the OLC Education and Conference Center for all requested information as specified above.

Organization Signature: _____

Date: _____

If you have any questions or changes, please contact the OLC at 847-384-4210.

For Office Use Only

Date Received	
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