

Thank you for contacting the Conference Center at Eugenio María de Hostos Community College. In order to review your event request, please complete The Hostos Conference Center Event Inquiry Form.

Please complete the following:

- A. Name of Requesting Organization:
- B. Organization type (corporation, limited liability company, sole proprietor etc.)
- C. Contact Person:
- D. Telephone Number:
- E. Email:
- F. Mailing Address:
- G. Name of Event:
- H. Nature of the event (Provide a brief description of the event):
- I. Date(s) and Time(s) (include set up time/day):
- J. Expected total number of attendees (including staff/volunteers):
- K. Why was Hostos chosen as a location for this event?
- L. Venue set up (furniture, hygiene station, A/V equipment, etc.)