



## ICW Approval Request Form for NADE Conference

March 6-9, 2019

Marriott Marquis, Atlanta, GA

### ICW GUIDELINES and APPROVAL PROCESS

**Deadline for submission is February 1.**

NADE values your support and participation of our 2019 conference. We are offering an opportunity for exhibitors or sponsors who have purchased an exhibit booth to host ICW events at the Atlanta Marriott Marquis host venue.

**In-Conjunction-With (ICW)** events refer to activities independently organized by exhibitors or sponsors where NADE conference attendees are invited to participate. These events are not planned or sponsored by NADE. They include, but are not limited to:

- Focus Groups/Market Research/User Groups
- Hospitality/Social Activities
- Alumni Events

#### **Details:**

- Space is available on a **first-come, first-served basis**.
- Each event must receive approval from the 2019 Conference Committee before the event is publicized to the attendees.
- Once approved, Cathy Clifton, Meeting and Event Manager with Experient, will coordinate with the ICW event host and the event facility on logistics of each event. ([Cathy.Clifton@experient-inc.com](mailto:Cathy.Clifton@experient-inc.com))
- A separate form must be submitted for each event.

#### **Event Fee:**

- Events held in the Atlanta Marriott Marquis rooms already acquired by the NADE 2019 Conference Committee will have no fee attached to them.
- If you desire to hold an event in rooms not held for the conference, arrangements can be made by contacting Cathy who will connect you with the appropriate person at the Marriott Marquis.

#### **NADE'S Responsibility:**

- NADE is not responsible for unsatisfactory attendance and/or marketing of this event.
- NADE assumes no responsibility for determining whether or not companies are considered competitors.
- NADE assumes no responsibility for financial matters with the Marriott Marquis pertaining to food events.

#### **ICW Information & Criteria**

1. ICW events are approved to meet at the conference hotel during the following days and times:
  - Wednesday, March 6, 2019: 1:00 p.m. – 5:30 p.m.
  - Thursday, March 7, 2019: after 6:00 p.m.
  - Friday, March 8, 2019: after 5:00 p.m.
  - Saturday, March 9, 2019: before 8:00 a.m.
  - Saturday, March 9, 2019: after 12:00 P.M.
  - No ICW event will be held in conflict with the conference day.
2. If you would like to have food for your event, all food orders must be managed through Cathy Clifton who will work with you and the hotel to make arrangements.
3. The reservation form (link included at the end of this document) must be submitted by the deadline for consideration.
4. Once approved, you will be contacted via email by Wes Anthony, Exhibits Coordinator. Event particulars will be confirmed at the time of approval by Cathy.

**ICW Event Application:** Please complete and submit the ICW form via [this link](#). The request will be reviewed, and confirmation of receipt will be sent to the contact person listed on the form.