



# IN CONJUNCTION WITH (ICW) EVENT GUIDELINES

IASA welcomes affiliated organizations to meet and host functions during IASA-approved dates and times in conjunction with the 2022 IASA Xchange™.

## What is an In Conjunction With (ICW) event?

An In Conjunction With (ICW) meeting is any event affecting IASA Xchange™ attendees that is outside the official IASA Xchange™ program, including, but not limited to:

- Alumni reunions
- Social events/dinners
- Staff meetings
- Industry pre-conference and post-conference meetings
- Advisory board meetings
- Committee and board meetings
- All meetings offered during the inclusive dates of IASA Xchange™ held at IASA-contracted facilities

## In general, the following activities are not permitted:

- External education/programs
- Content resembling existing IASA programs (e.g., IASA Xchange™ programs, IASA leadership programs)
- CPE programs
- Distribution of promotional material (e.g., fliers, roomdrops)
- Sales presentations and equipment demonstrations
- Filming of an ICW event outside of the confines of the IASA-assigned meeting space

## How to Request Meeting Space

All organizations and individuals seeking meeting space must submit an ICW Event Form and receive IASA approval prior to promotion and implementation of the ICW Event. ICW Event contacts may be required to submit a copy of the brochure, invitation, agenda, or other material prior to approval.

The ICW Event Form is available online only at [IASA ICW Request](#).

IASA must review and approve any event involving IASA meeting attendees during the inclusive dates of IASA Xchange™, held at IASA-contracted facilities.

An administrative fee will be charged per meeting at the time of application submission. The fee to submit an ICW request is non-refundable, provided the IASA can accommodate the requested date, time, room capacity, and a preferred location. Cancellations made after placement may be subject to additional charges.

Fees apply only to applications requesting space at an IASA- contracted venue.

The ICW Event contact is responsible for all costs associated with the approved ICW Event (e.g., food and beverage, audiovisual, room rental).

ICW Events may be held Sunday, June 5 through Tuesday, June 7, 2022, during the allowable times.

- Visit [IASA Xchange™](#) to view the session schedule.

**Early pricing is available through May 20, 2022. Requests submitted after this date will be charged a late rate.**

	<b>Non-Profit Rate Until May 20</b>	<b>Exhibitor Rate Until May 20</b>	<b>Non-Exhibitor Rate Until May 20</b>
Up to One Day	\$100	\$300	\$600
2 days	\$200	\$600	\$1,200
3 days	\$300	\$900	\$1,800
	<b>Non-Profit Rate After May 20</b>	<b>Exhibitor Rate After May 20</b>	<b>Non-Exhibitor Rate After May 20</b>
Up to One Day	\$200	\$600	\$800
2 days	\$400	\$800	\$1,400
3 days	\$600	\$1,000	\$2,000

## Logistics and Promotion

- Promotional materials (e.g., announcements, invitations, publicity, on-site materials, signage) must not imply the event is part of official IASA Xchange™ activities nor endorsed by the IASA
- Use of the IASA name or logo is prohibited on any ICW promotional materials
- Signage is permitted directly outside the meeting room one hour prior to the event and must be removed immediately following the event
- Signage is not permitted in the hotel lobby or public area
- Directional signage is not permitted
- Registration/welcome tables are permitted inside the meeting room only
- Any direct costs associated with the ICW Event (e.g., food and beverage, audiovisual equipment and labor, meeting room rental) are the responsibility of the participating organization or individual
- ICW Event contacts may be required to submit a copy of the brochure, invitation, agenda, or other material prior to approval.

## Videography

Participating organizations or individuals may film their ICW Event, however the participating organization or individual is responsible for all expenses and logistics related to the filming of the ICW Event. Filming must be confined to the participating organization or individual's room, as assigned by IASA. The IASA name and logo may not be used in the film, however the

participating organization or individual can state that the event was filmed during the 2022 IASA Xchange™. In addition, there can be no implication in the film that indicates the participating organization or

individual's ICW Event is part of the IASA Xchange™ Education program or endorsed by IASA or any of its affiliates.

## Consequences for Non-compliance

Failure to comply with these guidelines may result in sanctions by IASA.

## Meeting Suites

Meeting Suites are industry-sponsored rooms for staff meetings, one-on-one meetings, and social events. Speaker/presenter trainings are not permitted.

Meeting suites are located at the convention center or Hilton Hotel and can only be secured by exhibiting organizations.

For information on Meeting Suites, contact Lisa Browne, Meeting and Events Manager, Maritz at [lisa.browne@maritz.com](mailto:lisa.browne@maritz.com) or (901) 488-3315.

## Hospitality Suites

Hospitality Suites are in hotel sleeping rooms (not in contracted meeting space) and are rented by entities to meet and entertain clients and potential customers. Hospitality Suites are available through Maritz, IASA's official housing and registration vendor. Suites are available within the IASA housing block on a first-come, first-served basis.

To book a Hospitality Suite, contact:

Allison Thomay (Allison.Thomay@maritz.com) or (636) 827-9567.

## Questions/Inquiries

For additional information on ICW Events, contact Lisa Browne, Meeting and Events Manager, Maritz at [lisa.browne@maritz.com](mailto:lisa.browne@maritz.com) or (901) 488-3315.