



## IECA Environmental Connection 2017 Meeting Room Policy

Ancillary Events are non-IECA sponsored special group events, such as business meetings of other organizations or social gatherings, held in conjunction with Environmental Connection 2017. Ancillary Events are not planned or sponsored by IECA.

### Types of Ancillary Meetings

- **Exhibitor Internal Meetings:** Meetings for an IECA exhibitor's personnel only
- **Social Events:** Receptions, dinners, and specialty groups where there is no educational program presented

Companies and non-profit organizations that are exhibitors of Environmental Connection 2017 can apply to hold ancillary meetings during Environmental Connection 2017. Hotels in Atlanta will not reserve meeting rooms/function space for anyone during the meeting dates without prior IECA approval.

### Guidelines for Ancillary Meetings

- Meeting space availability is at the discretion of the hotel
- The organizer is responsible for all costs associated with the ancillary meeting, including meeting room rental, food and beverage, audio/visual, equipment service, music license fees, hotel/convention center labor costs, etc. The organizers are responsible for providing the hotels specifics with regard to room set, A/V, guarantees, and food and beverage requirements. Changes in date and/or time must first be authorized by IECA.
- The function organizer will also take full responsibility for the event/meeting and will hold harmless IECA, its officers, agents, and employees from any and all liability associated with the ancillary meeting.
- If any of IECA's policies are violated, IECA reserves the right to cancel the ancillary event at any time. The organization's status concerning future IECA annual meetings could also be jeopardized.

### Approved Times and Logistics

Ancillary Events may not be scheduled in conflict with the IECA official program. Following are the approved dates and times for these functions.

#### **Tuesday, February 21**

Concludes before 7:45 am  
Event start time after 5:00 pm

#### **Thursday, February 23**

Concludes before 7:45 am  
Event start time after 5:00 pm

#### **Wednesday, February 22**

Concludes before 7:15 am  
Event start time after 6:00 pm

#### **Friday, February 24**

Concludes before 7:45 am  
Event start time after 5:00 pm

## Meeting Space Requests

In order to obtain meeting space approval, all organizations must submit their request for Gretchen Bliss at [gretchen@ieca.org](mailto:gretchen@ieca.org). Notifications will be sent via e-mail within 3-5 business days of receipt of the request. The following information is required:

- Company Name
- Contact Name
- Phone Number
- Contact Email Address
- Function Name
- Expected Audience Size
- Who is your target audience?

Note: Meeting space availability is not guaranteed. If the meeting request is approved, it is up to the exhibitor to work with the hotel regarding space availability.

## Meetings During Environmental Connection Conference Hours

IECA has reserved meeting rooms at the Renaissance Hotel for exhibitor's that are interested in holding a meeting during the official conference hours, Tuesday, February 21- Friday, February 24. Rooms are available for rent in two hour increments for \$100 per hour. Please contact Gretchen Bliss at [gbliss@ieca.org](mailto:gbliss@ieca.org) or 303-640-7554. *Please identify the date/time of your meeting when requesting space.*

- Company agrees to use meeting space for internal staff meetings or small client meetings only
- This space shall not to use meeting space for large product demonstrations or large group meetings
- Space will be set up with one round table for 10 people and 5 extra chairs around the perimeter
- Any other provisions such as food, electrical, AV will be paid for by exhibitor
- IECA will assign meeting space/times on a first-come, first-serve basis

## Cancellation Policy for Rented Rooms

- Cancellation prior to December 31, 2016 - Full refund
- Cancellation after December 31, 2016 - No refund