



# CSCMP'S 2017 ANNUAL CONFERENCE AFFILIATED FUNCTIONS POLICY

CSCMP's Affiliated Function Policy was created to ensure that all of our attendees would have the maximum experience by participating in all of the conference's unique educational programs and networking opportunities. The policy was also designed to accommodate an attendee's ancillary meeting needs, such as personal gatherings or business-related functions. It is our desire to promote and facilitate face-to-face conversations with colleagues, clients, and future customers, so we hope you will take advantage of these opportunities at our function...and yours!

CSCMP is happy to assist an organization in securing event space. We will initiate contact with the convention center meeting room staff, the city's restaurant and concierge services team, and the conference hotels to begin the process. To help ensure your organization's event is a successful one, please note the following important information:

- **The organization requesting an affiliated function must be a paid participant of the CSCMP Supply Chain Exchange exhibit or at least three people from your organization must be registered for the conference before space can be reserved.** *These names must be provided to CSCMP and registration must be verified before the reservation can be confirmed. Please refer to [cscmpconference.org](http://cscmpconference.org) for registration details or call the CSCMP membership department at +1.630.574.0985.*
- Education and inclusive networking are vital components of CSCMP's annual conference and affiliated events cannot occur during the official conference hours. The timeframe for non-CSCMP events is:
  - **Sunday, 9/24:** Anytime *except* between 6:00 pm and 8:00 pm, the time of the Welcome Reception
  - **Monday, 9/25:** In the morning but ending prior to the start of the General Session at 8:30 am. Evening events may start after 6:30 pm, which is the end time of the CSCMP Supply Chain Exchange Reception.
  - **Tuesday, 9/26:** In the morning but ending prior to the start of the General Session at 8:30 am. Evening events may start after 6:30 pm, which is the end time of the CSCMP Networking Reception
  - **Wednesday, 9/27:** In the morning but ending prior to the start of the Mega Sessions at 8:30 am.
- CSCMP does not endorse affiliated functions and due to privacy stipulations, we cannot assist with compiling attendee lists.
- All affiliated functions expenses are the responsibility of the host organization and CSCMP assumes no financial commitment or liability for these events.
- Upon receipt of the completed form (page 2), CSCMP's Meeting Services team will work with the contracted conference hotel partners to secure meeting space, or the city's convention and visitors' bureau for restaurant space. Once space is reserved, CSCMP sends confirmation to the requestor, which will contain the venue contact information. At that time, the event contact person will work directly with the venue on all arrangements.
- Every effort will be made to grant space at the CSCMP conference hotel of your choice and space will be blocked in order of receipt of the request. Space cannot be guaranteed due to limited availability.

**The above policy is in place to ensure all conference participants realize a successful CSCMP conference experience...thank you for your cooperation.**

Please fill out the form on the next page and direct any questions to Andrea Alvarez, Meeting Services Coordinator, at +1.630.645.3453 or [aalvarez@cscmp.org](mailto:aalvarez@cscmp.org)



# CSCMP'S 2017 ANNUAL CONFERENCE AFFILIATED FUNCTIONS FORM

By submitting one signed copy of this form, I hereby acknowledge all applicable personnel for the participating company have read and will abide by CSCMP's affiliated function policy. **Initials** \_\_\_\_\_

**Please note:** *Submission of application form does not guarantee availability of meeting space. All monetary expenses are the responsibility of the participating company.*

## Participating Company Information

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website: \_\_\_\_\_

## Company Contact Information

The people listed below are for administrative purposes only. They are the designated contact(s) that will receive Affiliated Function-related materials and requests for information. They will not be listed in any print or electronic materials.

**Main Contact Name** \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**On-Site Contact Name** \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

## Event Requirements

**Taking into consideration CSCMP's timeframe policy to host an affiliated function, please check the applicable date and time.**

- ☐ Sunday, 9/24, before the Welcome Reception (meeting must end by 6:00 pm)
- ☐ Sunday, 9/24, after the Welcome Reception (meeting will start after 8:00 pm)
- ☐ Monday, 9/25, before the Opening General Session/Keynote Presentation (meeting must end by 8:30 am)
- ☐ Monday, 9/25, after the Networking Reception (meeting will start after 6:30 pm)
- ☐ Tuesday, 9/26, before the Major Session (meeting must end by 8:30 am)
- ☐ Tuesday, 9/26, after the Networking Reception (meeting will start after 6:30 pm)
- ☐ Wednesday, 9/27, before the Mega Sessions (meeting must end by 8:30 am)



# CSCMP'S 2017 ANNUAL CONFERENCE AFFILIATED FUNCTIONS FORM

**Where would you like to have the event?** Please check the order of preference:

- | 1st                      | 2nd                      | 3rd                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Omni Atlanta Hotel at CNN Center</b> , 100 CNN Center NW  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hyatt Regency Atlanta</b> , 265 Peachtree St. NE          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Westin Peachtree Plaza</b> , 210 Peachtree St. NW         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>The Ritz Carlton</b> , 181 Peachtree St.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Atlanta Marriott Marquise</b> , 265 Peachtree Center Ave. |

**Please provide your best estimate for number of participants** \_\_\_\_\_

**Do any of the following apply to your event? Please check all that apply:**

- ☐ I plan to serve food\*
- ☐ I plan to serve beverages\*
- ☐ I will require audio-visual services
- ☐ I will require internet access
- ☐ I will require a phone

\*Please give a brief description of what type of meal service you have in mind:

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**Which room set is your preference?**

- |   |  |
|---|--|
| <input type="checkbox"/> Conference     | <input type="checkbox"/> Classroom                   |
| <input type="checkbox"/> U-shape        | <input type="checkbox"/> Theatre                     |
| <input type="checkbox"/> Reception flow | <input type="checkbox"/> Banquet rounds              |
|   | <input type="checkbox"/> Existing (i.e., restaurant) |

*Thank you for taking the time to complete this form. By doing so, you are assisting CSCMP and our Atlanta partners to provide you with the best service! If you have any questions, please contact Andrea Alvarez at +1.630.645.3453.*

**Please send the completed form to:**

Andrea Alvarez  
Meeting Services Coordinator  
Council of Supply Chain Management Professionals (CSCMP)  
333 East Butterfield Road, Suite 140  
Lombard, Illinois 60148-5617 USA  
E-Mail: [aalvarez@cscmp.org](mailto:aalvarez@cscmp.org)  
Fax: +1.630.574.0989