



ITC POLICY FOR MEETING SPACE

1. Definitions

- “Corporate Meetings” meetings by a vendor desiring space outside of the exhibit hall, drawing from an audience outside the conference and not generally open to conference participants.
- “Sidebars” meetings of a professional group that wishes to conduct business at the conference, with an audience, which may include conference participants.
- “Hospitality Suites” meetings open to all attendees after the conference closes for the day.

2. Policy

- a) General: Any meeting held during ITC must not draw attendees away from conference during official ITC events including, but not limited to, technical sessions, the Ice Breaker, Open Exhibit Halls, and Exhibit Hall Reception.
- b) General: Meeting organizers must make their own arrangements with the hotel for any ancillary services such as food, beverage, audio/video, and IT equipment. The hotel will levy a \$500 fine for bringing in food/drink outside of hotel control.
- c) General: All meeting space must be arranged through the lead person for ITC Sponsorships and are payable in advance. The charge may be waived for certain non-commercial, public interest groups at the discretion of the ITC committee.
- d) General: The ITC committee will charge the meeting organizers for the use of meeting rooms and hospitality suites that have been allocated for exclusive conference use. These facilities must be returned to the ITC in the same housekeeping condition that they were allocated, in time for their next use.
- e) Corporate: Company must be an exhibitor of record to request Corporate Meeting space.
- f) Sidebar: Only telemetry-related community groups will be allowed to hold sidebar meetings.
- g) Hospitality: Hospitality Suites held in meeting spaces (i.e. not in hotel rooms) must be arranged through the lead person for ITC Sponsorships. Alcoholic beverages must be arranged through the hotel under applicable state laws and hotel policy.

3. Availability and Charges

Availability of meeting space is dependent on the venue at the time of the conference, permissible times for such activities are:

DAY	Corporate Meetings	Sidebars & Hospitality Suites	Charge per day
Saturday	06:00 – 00:00 ¹	06:00 – 00:00 ¹	TBD ¹
Sunday	06:00 – 00:00	06:00 – 00:00	\$500
Monday	06:00 – 00:00	06:00 – 00:00 ²	\$500
Tuesday	06:00 – 00:00	19:00 – 00:00	\$500
Wednesday	06:00 – 00:00	17:00 – 00:00	\$500
Thursday	06:00 – 12:00 12:00 – 00:00 ¹	13:00 – 00:00 ¹	TBD ¹

¹May require a separate room space negotiation between the meeting organizer and the hotel.

²Activity may be restricted to avoid Short Course and Ice Breaker attendance conflicts