



## **Annual Conference Sponsor Policies**

- Private events planned by industry members may not be scheduled during any portion of an official conference event or function (includes "actual meetings or organizing" and travel time).
- Sponsors of social events must provide NAGDCA HQ staff with participant lists and information about on-site registration for the event one day prior to the opening of the conference.
- Companies that sponsor an event at the conference may elect to bring employees to the conference site to serve as hosts for its sponsored event. Such employees are not, however, eligible to reserve rooms from NAGDCA's conference room block or attend any other conference meetings or functions as registered delegates.
- Sponsors are not permitted display areas for company information.
- Rosters are not to be used for mass mailings but can be used to send client invitations for events during NAGDCA conferences.
- Mass distribution of brochures, flyers, or other materials to conference delegates prior to or during a conference or meeting is not permitted without prior written consent from the Executive Board.
- Payment for sponsored item/function must be made prior to the first day of the annual conference (where applicable).
- Planning for all private corporate events is the responsibility of industry members.