



ICMA Annual Conference Affiliate Meetings Policy

Guidelines for Affiliate Activities

Any non-ICMA planned activity, event, or meeting to be held in conjunction with the 2023 ICMA Annual Conference is considered an affiliate activity and **MUST BE APPROVED** in advance by the ICMA Conferences & Sponsorships team.

Organizations (exhibitors, Partners, sponsors, not-for-profit groups, government agencies, etc.) that wish to hold meetings of any size or nature, and in any location during the 2023 ICMA Annual Conference Schedule **must complete the ICMA Affiliate Activity Form and have it approved by ICMA.** Affiliate activity guidelines are subject to change.

Please note:

1. One (1) ICMA Affiliate Activity Form must be completed for **each** meeting/event. Forms with more than one meeting/event listed will not be accepted and may delay the approval process.
2. The sponsor of the affiliated meeting/event is liable for any injuries or accidents to people or property while conducting ancillary functions.
3. Signage for the affiliated activity is only permitted directly outside of the assigned meeting room and must be provided by the sponsor, unless agreed to by ICMA. Directional signs, advertisements, banners, etc. are not permitted in hotel lobbies or the Austin Convention Center.
4. Affiliate Activity decisions will be e-mailed approximately 1-2 weeks following the receipt of the Affiliate Activity Form.

To be approved, affiliated activities must:

- Support and be consistent with the nature of the 2023 ICMA Annual Conference
- Be directed towards 2023 ICMA Annual Conference participants. Affiliate Activity sponsors, exhibitors, Partners and participants must be 2023 ICMA Annual Conference registered attendees.
- Not conflict with or detract from the official 2023 ICMA Annual Meeting Schedule of Events/Program (see official ICMA Schedule of Events Meeting Times outlined below).
- Not be a separate ticketed event that requires attendees to pay a registration separate fee and register separately from the main conference registration platform.
- Companies may only host events if the organization is an official ICMA Exhibitor, Sponsor or ICMA Partner.
- Must be approved by ICMA.

These guidelines are meant to provide guidance for Affiliate Activity sponsors or hosts. If you have any questions about whether your activity qualifies as an Affiliate Activity, contact Judy Day with the ICMA Conference Team at jday@icma.org.

Official ICMA Meeting Times

Affiliate activities are ARE PERMITTED during the following days/times (subject to change):

- Saturday, September 30 Before 5pm and after 9pm
- Sunday, October 1 Before 1pm and after 6:31pm
- Monday, October 2 Before 8:30am and after 5pm
- Tuesday, October 3 Before 8:30am and after 9pm
- Wednesday, October 4 After 11:30am

Once the Affiliate Activity approval is granted, the organization must work directly with the hotel/convention center on all planning aspects for the proposed meeting. All costs associated with the function (*e.g.*, room rental, food, beverage, audiovisual equipment, and labor, etc.) are the responsibility of the Affiliate Activity sponsor.

Personnel Meetings During the 2023 ICMA Annual Conference

Personnel meetings may be held at any time during the 2023 ICMA Annual Conference if attendance is limited to that organization's representatives. Attendees are strictly prohibited from participating in these meetings.

Non-Compliance

If an Affiliate Activity is found to have violated the above Guidelines for Affiliate Activities, the sponsoring organization, the supporting organization, and the organizer of the meeting may:

- Have their current registration revoked
- Be prohibited from holding an Affiliated Activity at future ICMA Annual Conferences
- Lose a priority point for exhibit booth selection
- Suspension from the next year's ICMA Annual Conference
- Questions about whether your activity qualifies as an Affiliate Activity, contact Judy Day with the ICMA Conference Team at jday@icma.org

Questions?

- For any questions regarding Affiliate Events, please contact Judy Day with the ICMA Conference Team at jday@icma.org