

The IRI Annual Conference brings together our diverse membership communities including life insurers, asset managers, broker-dealers, banks, marketing organizations, law firms, and solution providers. Learn more about planning an affiliate function and take advantage of connecting with business contacts across the industry or meeting with your own team.

A. Dates and Times of Affiliate Functions

- > Affiliate functions will not be permitted during hours that conflict with any official IRI educational programming.
- > Once approved, any proposed changes in date and/or time of the affiliate function requires re-approval by IRI.
- > Meetings must start and end within the approved times listed below:

	MORNING	LUNCH	EVENING
Wednesday, May 18	Available	Any time prior to 5 pm	Any time after 6:30 pm
Thursday, May 19	Any time prior to 7:30 am	No available time	Any time after 7:30 pm
Friday, May 20	Any time prior to 7:30 am	No available time	Any time after 11:30 am

B. Affiliate Function Request Process

- > All affiliate functions held during IRI 2022 must be approved by IRI. To obtain approval, an Affiliate Function Request Form (see page three) must be submitted to IRI.
- > The following non-refundable fee per approved event request will be assessed:
 - > IRI Members: \$3,500 (plus event costs assessed by hotel or offsite venue)
 - > IRI Nonmembers: \$4,500 (plus event costs assessed by hotel or offsite venue)
- > Should the function request meet the IRI guidelines, it will receive conditional approval. Full approval is granted upon receipt of the applicable above non-refundable fee.
- > A limited number of affiliate functions will be approved. Affiliate function requests that comply with these guidelines will be considered on a first-come, first-served basis.
- > All requestors will receive a written confirmation of their affiliate function approval or request for more information within five (5) business days upon submission of the request form.
- > Space for affiliate functions will be provided only to requestors who are affiliated with IRI, such as conference supporters, corporate sponsors, nonprofit organizations, IRI members, and IRI 2022 attendees.

- > The Marriott Marquis Washington, D.C. will not reserve meeting rooms/function space for affiliate functions for any individuals/organizations during IRI 2022 without prior approval from IRI.
- > The main contact is responsible for all costs associated with the approved affiliate function (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact's responsibility to work with the hotel or offsite venue to make arrangements and finalize billing.
- > If affiliate function is assigned in an IRI-contracted meeting room at the hotel, host is required to utilize the official IRI audiovisual vendor, LSAV. If affiliate function is assigned in a non-contracted IRI room, host may opt to, but is not required to, utilize LSAV.

If you have questions or require additional information about affiliate function requests, please contact [Tiffany Melton](#).

C. Promotion of Affiliate Functions

- > All promotional materials for affiliate functions must include the following statement: **This event is NOT an official program of IRI 2022.**
- > The use of any IRI logo or likeness on promotional materials is strictly prohibited.
- > Limited, modest, on-site directional signage for affiliate function attendees is allowed. Signage must be specific; signs should clearly state the name and location of the function and should be professional in nature.

D. SIGNAGE

- > One (1) sign no larger than 22x28 is permitted outside of the meeting room.
- > Companies will not be permitted to post promotional signs or literature in hotel lobby.
- > Sandwich boards and/or persons holding small signage or handing out promotional materials are also prohibited. Standing in the public areas of the hotel lobby and hallway to promote your meeting is strictly prohibited.

E. RELEASE AND INDEMNIFICATION OF IRI

- > The host of any affiliate function must agree that: (a) it is solely responsible for the conduct and content of the affiliate function, and IRI has no such responsibility; (b) IRI's approval of the affiliate function request signifies only that IRI will endeavor to provide space for the affiliate function and is not an endorsement of the conduct or content of the affiliate function; and (c) it will release, indemnify, defend, and hold harmless IRI and its officers, directors, employees, agents and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such affiliate function, including but not limited to claims asserted by any speaker or invitee at the affiliate function, the hotel (or other location) at which the affiliate function is held, or any other third party.

NOTE: *IRI reserves the right to attend/monitor all affiliate events without notice. Failure to abide by the IRI Affiliate Function Guidelines may hinder a company's ability to host future affiliate functions in conjunction with any IRI event.*

Complete this form for **EACH** request and submit **NO LATER THAN April 15, 2022**.



Contact Information

Company Name: _____ Member (\$3,500) Nonmember (\$4,500)

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

AFFILIATE FUNCTIONS

Sponsors are required to inform IRI of any events or functions held in conjunction with IRI 2022. Social functions that include any attendees may occur only during non-program hours and may not conflict with any IRI 2022 official function. Meeting space is provided on a first-come, first-served basis.

I/we have read the 2022 IRI Affiliate Function Guidelines and agree to abide by all IRI General Rules and Regulations and hold harmless the IRI from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Print Name: _____ Title: _____

Signature*: _____ Date: _____

**By signing this form, I grant IRI permission to use this information in order to assign affiliate meeting space as requested for IRI 2022. I understand my function request is only conditionally approved until payment is received in full. I understand I will be contacted directly for payment details should my request be accepted.*

Function Information

Function Name*: _____ Venue*: _____

**To be approved by IRI. Once assigned, the approved function will be planned directly with the hotel for all requirements, at the requestor's expense. Please list Marriott Marquis as the venue if you wish to have hotel meeting space. If your event will occur off-site, please list the name of the venue.*

Function Type: Business Meeting Reception Other _____

Number Attending: _____ Attendance: Company Personnel Only IRI Attendees

MEETING SPACE

Function Date: May _____, 2022 Start Time: _____ am/pm EST End Time: _____ am/pm EST

**When possible, assigned meeting rooms will be held at least 30 minutes prior to the start time.*

Setup Desired: Conference Hollow Square U-Shaped Theater Schoolroom Rounds Reception

Other: _____

Additional Specifications (Check all that apply): Catering Audio Visual Entertainment Elevated Stage

Head Table for _____ persons Standing Lectern Other: _____

Questions and completed forms can be submitted to Tiffany Melton.

You will be contacted within five (5) business days regarding your affiliate function request.