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IRA 57th ANNUAL CONVENTION

CELEBRATING TEACHING | CHICAGO
APRIL 29 - MAY 2 2012 | LEARN MORE AT WWW.IRACONVENTION.ORG

International Reading Association | 57th Annual Convention Ancillary Group Function Request Guidelines

Requests for meeting/function space from Ancillary Groups will be considered for the purpose of social events and small committee meetings. The presentation of educational symposia or other program related activities are prohibited during the IRA Convention. Groups occupying space must provide appropriate staff to coordinate all such activities. IRA will assign space on a first come, first served basis. **Forms must be received by Friday, March 2, 2012.**

- Complete and sign the Ancillary Group Function Request Form, providing your meeting space requirements.
- Fax request with signature to Mandy Eaton at (302) 731-1274.
- Retain a copy of your request for your records.
- Submit no more than one function per request, if requesting more than one function.
- Email Mandy Eaton at aeaton@reading.org to change an existing request. Do not submit changes by submitting another request.
- Confirmations of space assignments will be emailed no later than Friday, March 16, 2012.

The Ancillary Group is responsible for distributing copies of this information to the appropriate personnel and/or any agents, representatives or contractors involved in planning activities at the IRA Annual Convention. Ancillary Groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined below. Function organizers must use the IRA-approved vendors for audio-visual requests.

1. The function organizer is responsible for all costs associated with the ancillary meeting, including food and beverage, meeting room rental, audio-visual equipment service, music license fees, hotel labor costs, etc. **If the function organizer cancels the ancillary meeting within 72 hours of the start time, the organizer will still incur a charge if food and beverage has been ordered.**
2. **Any functions to be held in direct competition with the official convention hours are not allowed.** The official hours of the convention are: Sunday 9:00 am – 5:00 pm; Monday 8:30 am – 12:00 pm, 1:30 pm – 5:45 pm; Tuesday 9:00 am – 12:00 pm, 1:30 pm – 4:45 pm; and Wednesday 9:00 am – 12:00 pm, 1:30 pm – 4:00 pm. **Receptions, dinners, and breakfasts cannot be held during the time allotted above.**
3. **Food and Beverage** must be arranged directly with the facility where the meeting is assigned. Contact information for the facility's convention service/catering manager will be provided on your meeting specification sheet. **Do not contact the facility until you have received your confirmed space assignment from IRA.** The facility will provide you with a banquet event order (BEO) for approval of all food and beverage items and will bill you directly for those expenses.
4. **Signage and Audio-Visual requirements** must be arranged directly with IRA's official service providers. You will be billed directly for your expenses. Contact information will be provided on your meeting specification sheet. **Do not contact these service providers until you have received your confirmed space assignment from IRA.**
5. Function space will be assigned by the IRA according to the function's requirements. Neither the facility nor the party requesting space has the authority to re-assign space. Should you determine alternative or additional function space is required, IRA will make every reasonable attempt to accommodate your needs.
6. IRA is not responsible for payment for any services connected with the event. IRA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Functions found to be in violation of these guidelines shall be immediately discontinued. The Ancillary Group waives any rights to claims of damages arising out of the enforcement of these guidelines. For additional information, contact Mandy Eaton at aeaton@reading.org or (302) 731-3832.

All matters and questions not covered by the above guidelines are subject to the discretion of IRA. These IRA guidelines may be amended at any time by IRA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by IRA to such parties. The Ancillary Group shall protect, indemnify, hold harmless and defend IRA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of IRA, its officers, directors, agents or employees.

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Ancillary Group Function Meeting Request

Please complete all fields on the form. Please contact Mandy Eaton at aeaton@reading.org if you have any questions. **This form must be submitted via email to aeaton@reading.org or fax 302.731.1274 no later than March 2, 2012.**

Organization:	Contact:
Address Line 1:	Address Line 2:
City:	State:
Zip/Postal Code:	Country
Telephone:	Fax:
E-mail:	

Function/Event/Meeting Information and Details

Name of Function:	Purpose:
Day/Date:	Estimated number of attendees:
Start Time:	End Time:
Set-up Time:	Strike Time:

Audience – Please circle one:

Convention Attendees Internal Employees Both Convention Attendees & Internal Employees

Function Type - Please circle one:

Reception Banquet Board/Committee/Business Meeting Breakfast
 Luncheon Dinner Other: _____

Set Up Type – Please circle one:

U-Shape Conference Theatre Banquet (round tables for 8-10)
 Hollow Square (tables in a rectangle; open space in middle) Classroom (schoolroom tables facing front)

Will you need a riser? Yes No

Preferred Facility

Any and all charges for services levied by the hotels or other venues are the responsibility of the function sponsor. The International Reading Association is not responsible for payment for any services connected with the above event. The International Reading Association has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

Venue Choices: The Chicago Hilton or Hyatt Regency McCormick Place

1st Choice: _____ 2nd Choice: _____

Signature Required:

I have read, understand and agree to the IRA Ancillary Group function guidelines. I understand that I will receive space confirmation no later than March 16, 2012. This form will be returned if there is no signature below.

X:

FOR OFFICE USE ONLY:

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DATE RECEIVED: _____ VENUE: _____ ROOM/SPACE: _____
CONFIRMATION #: _____