2019 Official Meeting Locations:
Phoenix Convention Center (PCC)
Sheraton Grand Phoenix

EVENT SPACE | EVENT LISTING INFORMATION

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GENERAL INFORMATION

WHY THE SPACE REQUEST | EVENT LISTING SYSTEM:

- To arrange for meeting rooms to hold events (i.e., business meetings, luncheons, receptions, etc.) at the Phoenix Convention Center or Sheraton Grand Phoenix -- with NO food/beverage minimum or room rental from the facility/hotel
- To make sure your event is listed in the GSA Program book, on the mobile app, in the Personal Scheduler, and on the GSA web site (see timeline*)
- For EVENT LISTING only (events that are NOT being held at the Phoenix Convention Center or Sheraton Grand Phoenix) – your event can still be included in the GSA Program book, on the mobile app, in the Personal Scheduler, and on the GSA web site (see timeline*)
- The event space request form is NOT necessary for official technical sessions
- The information you submit will assist us in determining the size of room needed for your event and the information for your event listing in the GSA Program Book
- You must complete and submit the event space request along with your payment
- All meeting space assignments will be made by the GSA Meetings Department staff and every effort will be made to accommodate your requests
- Space is reserved on a first-come, first-served basis and the **deadline is 6 MAY 2019**. Please submit your sessions before the 6 May deadline to avoid increased fees!

*For your event to be in the printed program book you must submit your space request | event listing by the 6 May deadline

ADVERTISING:

GSA does not handle advertising for your event. If you are sending out invitations, collecting RSVP's or registration fees* for your event, you are responsible for those activities. GSA only provides the event listing (name of event, location, start and end times). If you would like to advertise in GSA Today please contact advertising@geosociety.org.
*If GSA is collecting a registration fee for your event this is considered a "ticketed event". Information on GSA Ticketed Events is located on page 7.

EVENT SPACE | EVENT LISTING Steps to get you Started

- Key information includes the date of your event along with the start/end time, approximate number of people and the room set needed. We will not know if we have space available until we have this key information!

- Select your EVENT PLANNER (person that will make all the arrangements for your event and receive all communication regarding the event) and your ON-SITE CONTACT (person responsible during the event). Many times the EVENT PLANNER and ON-SITE CONTACT at your organization will be the same person.

- When submitting, you can select "private event" if you do not want your event listed anywhere – will not be listed in the program book, web site, personal scheduler or mobile app
- If you want your event listed but it is by invitation only, please include "Invitation Only" in the event title
- Submit your request and pay the space request fee ($85 to $200/room/day depending on profit vs. non-profit organizations). There is no fee for event listings only/off-site events

- Save your email confirmation – this is your way to review your submission and make changes if needed

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- Allow emails from gsa@confex.com and spacerequest@geosociety.org – these are from GSA

- Please DO NOT contact the Official GSA Event Locations directly to reserve meeting space; All space will be assigned by GSA through the online event space request system

Payment options: You can pay with a credit card when submitting your space request OR you can select the Pay Later option, if submitting prior to 29 July. Starting 30 July you have to pay with a credit card at the time of submission. With the Pay Later option, we will send you a link where you can submit your payment for all of your events at one time. All payments must be made with a credit card. Room assignments will not be made until the submission fee is paid.

GSA 2019 At-A-Glance

PRE-MEETING
Pre-Meeting Field Trips and Short Courses, along with a variety of business meetings will take place between Wednesday, 18 September and Saturday, 21 September.

Saturday, 21 September, **Phoenix Icebreaker**, 5-7 p.m.

Sunday, 22 September
Oral Technical Sessions: 8 a.m. – Noon
Poster Sessions: 9 a.m.-5:30 p.m.
Lunch Break: Noon-1:30 p.m.
GSA Presidential Address and Awards Ceremony: noon-1:30 p.m.
Oral Technical Sessions: 1:30-5:30 p.m.
Exhibits Open: 2-7 p.m.
Exhibit Opening Reception: 5:30-7 p.m.

Monday,23 September
Oral Technical Sessions: 8 a.m. – Noon
Exhibits: 10 a.m.-6:30 p.m.
Poster Sessions: 9 a.m.-6:30 p.m.
Lunch Break: Noon-1:30 p.m.
Feed Your Brain: 12:15-1:15 p.m. (Lunchtime Enlightenment, *buy your food and take it in*)
Oral Technical Sessions: 1:30-5:30 p.m.
Libations & Collaborations - Posters & Conservations: 4:30-6:30 p.m.
Alumni Receptions: evening hours

Tuesday, 24 September
Oral Technical Sessions: 8 a.m. – Noon
Exhibits: 10 a.m.-6:30 p.m.
Poster Sessions: 9 a.m.-6:30 p.m.
Lunch Break: Noon-1:30 p.m.
Feed Your Brain: 12:15-1:15 p.m. (Lunchtime Enlightenment, *buy your food and take it in*)

EVENT SPACE | EVENT LISTING INFORMATION

Oral Technical Sessions: 1:30-5:30 p.m.
Libations & Collaborations - Posters & Conservations: 4:30-6:30 p.m.

Wednesday, 25 September
Oral Technical Sessions: 8 a.m. – Noon
Exhibits: 10 a.m.-2 p.m.
Poster Sessions: 9 a.m.-6:30 p.m.
Lunch Break: Noon-1:30 p.m.
Feed Your Brain: 12:15-1:15 p.m. (Lunchtime Enlightenment, *buy your food and take it in*)
Oral Technical Sessions: 1:30-5:30 p.m.
Libations & Collaborations - Posters & Conservations: 4:30-6:30 p.m.

POST MEETING
Post-meeting field trips run from Wednesday, 25 September through Friday, 27 September.

EVENT SPACE | EVENT LISTING TIMELINE

22 March   **Deadline to submit information for a ticketed event**/event listed on GSA Registration Form

6 May   **Deadline to submit Event Space Request Form**; after this date all new Event Space Request Submissions:
- Will have an increase in the event space fees
- Will not receive a Room Assignment Notification until the first of July
- Are not guaranteed to be included in the program book

7 June   **Event Space Request submissions** received after this date will have an additional increase in the Space request fees

Early June   **Room Assignment Notifications** will be sent via email for all submissions received **prior to 6 May**. The notification will be sent from spacerequest@geosociety.org and will include:
- The Event Location and Room Name for your event*
- Name, phone and email of your *Services Manager* (person you will work with from GSA, the Phoenix Convention Center or Sheraton Grand Phoenix to finalize all the arrangements for your event)
- Instructions on how to submit your food/beverage, audio visual, room set up, etc.

*If your event is being held in a technical session room the room will be assigned in late July when the Technical Session is finalized.

17 July   **Deadline to submit orders** for food/beverage, audio visual, etc. Refer to your Room Assignment Notification for instructions on submitting this information.

Mid July   **Technical program is finalized** -assignments made for events held in Technical Session rooms

29 July   **Event Space Request submissions** received after this date will have an additional increase in the Space request fees

EVENT SPACE | EVENT LISTING INFORMATION

Early August   **All non-technical events** will be listed on GSA web site; personal scheduler will be available

29 August   **Last day to submit a request** through the space request | event listing form

30 August   **No space request | event listing submissions will be accepted.** Due to the proximity of the event we will not make any changes to event listings or accept new space request submissions on or after this date. For new events you will need to contact the venue directly and your event will be subject to hotel's rental agreement. You may have a room rental fee from the hotel and be subject to a food & beverage minimum order. Your event will not be on the mobile app, web site or personal scheduler.

12 September   **Final Guarantees** for food/beverage are due to your assigned Services Manager. If no guarantee is provided you will be charged for the number of people listed on your Event Space Request Submission or actual attendance, whichever is higher.

FEES

Prior to or on 6 May: All space request fees must be paid with a credit card. When completing the space request form you can either:
- Pay with a credit card at the time of submission
- Select the "pay later" option and pay for your space request submissions prior to the 6 May deadline. The "pay later" option is for those groups with multiple events that want to pay for all of their events with one payment instead of individual payments for each event.

6 May or later: Space request submissions received after the deadline will have an increased fee. The Room Assignment Notification will not be sent out for these events until end of July.

Your event will not be assigned a location until your space request fee has been paid. Your fee is determined by when you PAY for your event, not when you submit your request.

	6 May or Prior	7 May-29 July	30 July -30 August
GSA Headquarter Staff Events	No charge	No charge	No charge
GSA Divisions/Cmte/Sections	No charge	No charge	$125
Group Alumni Reception	$60 per group	$75 per group	$75 per group
Private Alumni Reception	$85 per room per day	$100 per room per day	$125 per room per day
Non Profit/Associated Society	$85 per room per day	$100 per room per day	$125 per room per day
For Profit Groups	$160 per room per day	$175 per room per day	$200 per room per day
Ticketed Events (deadline 22 April)	No charge	No charge	No charge
Off Site Events	No charge for listing	No charge but limited listing	No charge but limited listing

GSA Headquarter Staff Events: includes GSA headquarter staff department, GSA Ad hoc committees and GSA Council meetings

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GSA Divisions/Committee/Sections: includes business meetings, award and lecture ceremonies, receptions and luncheons. **Sponsorship by a division or committee does not entitle a group or event to complimentary meeting space.** Please contact spacerequest@geosociety.org if you have questions.

Off Site Events are events that are held at a location other than one of the Official GSA Event Locations (Phoenix Convention Center or Sheraton Grand Phoenix. These events will be listed in the Program (Alpha and Chronological lists) free of charge provided information is submitted to GSA via the Space Request System prior to 6 May.

BILLING AND CANCELLATIONS

Events held at the **Sheraton Grand Phoenix:** you/your organization will pay all charges directly to the hotel (exceptions include ticketed functions and internally-billed GSA meetings). The hotel will expect payment in advance or you can inquire about setting up direct billing with the hotel.

Events held at the **Phoenix Convention Center:** you/your organization will be billed by GSA following GSA 2019 Phoenix. You do not need to pay in advance. GSA will send you an invoice approximately 6 weeks after the meeting dates.

If you have questions regarding billing, please send an email to: spacerequest@geosociety.org

Cancellation Policy

Room Rental: 6 May: Cancellations received on or before this date receive a full refund
                            7 May: Cancellations received on or after this date no refund; forfeiture of room rental fees

Food/Beverage: 18 July: Cancellations for food and/or beverage functions received on or after this date may be subject to monetary penalties charged by the hotel in addition to a forfeiture of space request fees

ALUMNI RECEPTIONS (GROUP AND PRIVATE)

Group Alumni Reception

Date/Time/Location: Mon., 23 September, 7-9:30 p.m., Sheraton Grand Phoenix
Fee includes: School signage, cash bar set-ups, school listed in the program (if submitted prior to 6 May)
To participate: Submit an Event Space Request form and select Group Alumni Reception for the Event Type
Format: Large ballroom with many other schools participating; allows people to co-mingle; T-sign for each school to gather around; no seating or food provided, cash bars only

Private Alumni Receptions

Date/Time/Location: Can be held on any night and at any time; most occur on Mon., 23 September, 5 p.m. or later
Fee includes: Private room and school listed in the program (if submitted prior to 6 May)
To participate: Submit an Event Space Request form and select Private Alumni Reception for the Event Type
Format: Private room with your choice for room set (i.e. reception style seating, audio visual, etc.); can

have cash or host bar along with other food group wishes to order; all costs for bartenders, food/beverage, audio visual and internet are the responsibility of the group

TICKETED EVENTS

What is a ticketed event?
A ticketed event is an event where people are charged to attend. The event is usually a breakfast, lunch, dinner or reception and people are charged a ticket price to cover the cost of the meal or a portion of the meal cost. The event is listed on the GSA Registration form and **GSA will collect all fees and select the menu**. Please note: If you are handing out drink tickets for your event or your event is by invitation only it is NOT considered a Ticketed Event.

How do I submit a request for a ticketed event?
The **deadline to submit your request is 22 March**. Information must be submitted directly to Becky Sundeen @ bsundeen@geosociety.org. You do not need to complete the Space Request Form for a ticketed event. GSA will complete this step for you and you will receive a confirmation for the event.

Is there a cost to hold a ticketed event?
The event organizers will be billed for all audio visual equipment ordered, all bar related charges, such as bartender fees, special requests that have a fee related to them, and the difference in any subsidized ticket costs (i.e. professional price is $50, student price is $25, the organization would be billed $25 per student ticket sold). Basically any costs associated with the event that are not included in the ticket cost will have to be paid for by the organization hosting the event.

Who sets the registration fee?
GSA sets the registration fee and will handle all billing for the event.

Who sets the menu and provides the guarantee for the ticketed event?
GSA will select the menu and provide the guarantee. The guarantee is based on actual paid registrations.

What do I do after I submit my request for a ticketed event?
Once you submit your request for a ticketed event you don't need to do anything until early June. In June you will receive a Room Assignment Notification. This will include instructions on submitting all special requests for your event, such as audio visual, cash or host bar, head table, room set up requests, etc.

How do you purchase tickets for a ticketed event?
Tickets should be purchased at the time an attendee registers for GSA 2019 Phoenix. If an attendee would like to purchase a ticket for a ticketed event and they have already registered for the meeting they will need to contact GSA Sales and Service to purchase a ticket (gsaservice@geosociety.org). We strongly encourage all attendees to purchase tickets prior to the registration deadline of **19 August**.

EVENT SPACE | EVENT LISTING INFORMATION

<u>Can attendees purchase tickets on-site for a ticketed event?</u>
We try to allow for a small percentage of tickets for each event to be purchased on-site. The amount will vary by event and will depend on the room size for the event as well as the convention center/hotel policies. If someone wants to purchase a ticket the day of the event, they will need to go to the event location for an update on ticket availability. Ticket sales the day of the event are cash or check only.

OFFICIAL EVENT LOCATIONS

Phoenix Convention Center (PCC)
100 N. 3rd Street | Phoenix, AZ 85004
GSA Contact for this location: Lindsey Henslee | lhenslee@geosociety.org

Sheraton Grand Phoenix
340 N. 3rd Street | Phoenix, AZ 85004
GSA Contact for this location: Becky Sundeen | bsundeen@geosociety.org

Registration, technical programs, poster sessions, and exhibits will be held at the Phoenix Convention Center. GSA Field Trips will also depart from the Phoenix Convention Center. The Sheraton Grand Phoenix is the headquarter hotel. The majority of non-technical events will be held at the headquarter hotel.

FLOOR PLANS | CATERING | AUDIOVISUAL

Current floor plans, catering menus and audiovisual/internet pricing for reach venue is on the GSA website. Please note all catering prices are for 2018. When budgeting for 2019 please add a 3%-5% increase in the 2018 pricing. Confirmed pricing for 2019 will be available in April.

EVENT SPACE | EVENT LISTING INFORMATION

FAQ's

How do I pay for the event space request fee for my events? You must make your payment with a credit card. Prior to 6 May, you will also have a "pay later" option. This still requires payment with credit card but it allows you to pay for several events with one credit card charge instead of a credit card charge for each individual event. On or after 30 July the 'pay later' option will not be available.

I did not plan an event last year. How do I get started?
You must first submit a request for a meeting room through the online event space request system. There are five steps to complete the event space request process.
1. Set up — basic information on the name of your event, type of event, host organization and any sponsors
2. Services — your preferred date, time, room set, expected attendance, and any other requirements for your meeting
3. People — the contact information for the event planner and on-site contact from your organization. The event planner will receive all correspondence regarding the space request. The on-site contact is the person that will be listed as the contact for your event in the personal scheduler.
4. Submission Fee — you provide method of payment for the space request fee
5. Confirmation — you review all the information you entered and then submit for processing. Once you complete this step you will automatically receive an e-mail confirmation from gsa@confex.com with instructions on how to access your space request entry. You can then go back and make changes or update until the 6 May deadline.

I want to order audio visual and catering. How do I do that? In June you will receive your *Room Assignment Notification* via email from spacerequest@geosociety.com. This will provide information on the assigned location/room for your event and contact information for your *Services Manager*, the person you submit all requests for food/beverage, audio visual, etc. **Information should be sent to your Services Manager via email**. Please note: We have menus on our Web site for the Phoenix Convention Center and Sheraton Grand Phoenix. Please refer to these to get an *idea* for budgeting.

When and where is the Group Alumni Reception? The Group Alumni Reception will be held on Monday, 23 November, from 7:00 p.m.–9:30 p.m. at the Sheraton Grand Phoenix.

What is included in the Group Alumni fee? Your school's name will appear in the Program and will also appear on a sign T in the ballroom. Cash bars will also be available in the ballroom during the event.

What is the difference between the Group Alumni Reception and a Private Alumni Reception? The **Group Alumni** Reception is held at the Sheraton Grand Phoenix with many other schools allowing people to co-mingle. Cash bars are provided throughout this room. **Private Alumni** Receptions are for schools that wish to have a separate room for their event. The school would be responsible for providing either a cash bar or hosted bar, along with any other food they wish to have available. Almost all alumni events occur on Monday night of the Annual Meeting. If you want to order food for your reception you must have a private alumni reception.

I want to list an event in the Program, but do not need any meeting space. How should I proceed? For a program listing only, or an "off site" event, you still need to complete the online event space request | event listing form. There is a check box where you indicate your event is an off-site event that is to be listed in the program. In the comments section provide the location, date, start and end time for your event.
For instructions on how to complete the event space request form, see Question #2 above.

I want my event to follow a specific Technical Session, but I do not know when the session is scheduled. What do I do? Please note in the comments field on the Event Space Request Submission that you want your particular event to follow a technical session (please be as specific as possible on what session you want the event to follow). The online form will make you select a date; please select ANY date and we will adjust it once the technical program is finalized in early September.

I have already submitted an event, but need to submit another. How do I do this? To submit another event you should go to the online Event Space|Event Lisiting Request Submission form and enter the information for the additional event(s). Our system will automatically group all events for a particular event planner together.

What does my event space request fee cover? GSA will provide the meeting room, electronic signage outside the meeting room (where available), listing in the GSA Program, mobile app and Web site. Because you are reserving a room through GSA, there is no meeting room rental or food/beverage minimum charged by the venue. To be included in the program book you must submit your event space request by the 6 May deadline.

When will I find out where my event is located? If you submit your Event Space Request Submission prior to the 6 May deadline you will receive your *Room Assignment Notification* in June. If you submit your Event Space Request Submission after 6 May you will receive your *Room Assignment Notification* four (4) to six (6) weeks after your submission.

Why aren't events requesting technical session space at the convention center assigned until mid July? The technical program is not finalized until early mid July. Until all technical sessions are determined, events cannot be placed until the exact ending times, and locations of each session have been determined.

What is the difference between a cash bar and a host bar?
>   *Cash Bar:* Attendees purchase their individual drinks. Typically, the host pays a bartender fee or has a minimum purchase amount that has to be met. If the minimum purchase amount is not met, additional fees may apply.
>   *Host Bar:* The attendees do not pay for their drinks and the host of the event is billed for drinks consumed. You can specify the types of drinks you want served (i.e. beer/wine only, keg beer, full service bar, etc.)
>   *Combo Host/Cash Bar:* You can provide a combination of a host and cash bar by providing drink tickets to attendees (and be billed for these drinks), provide keg beer as host only with all other drinks on a cash-basis, provide beer/wine only as hosted with all other drinks on a cash-basis, or any other number of combinations. These are just a few examples.

EVENT SPACE | EVENT LISTING INFORMATION

What do I need to do if I need to cancel my event? You will need to contact spacerequest@geosociety.org and let the GSA Meetings Dept. know of your intent to cancel. Please see the cancellation policy for deadlines and penalties.

I need to change/edit my event. How do I do this? *Prior to the 6 May deadline:* Please keep your e-mail confirmation from gsa@confex.com that has the event ID, password, and link for your submission. You will be able to access your submission from the link provided in your e-mail confirmation. Each event submission will have its own confirmation e-mail and Web link.

After the 6 May deadline or for any changes that change the space request fee: Please email spacerequest@geosociety.org to make edits/changes.

Questions: Contact GSA Meetings Staff at spacerequest@geosociety.org or +1-303-357-1000.