

# Event Host Form



**All events held in conjunction with the 2024 NACE Conference & Expo must be approved by NACE using the Event Host Form.**

NACE must approve all events regardless of event location (on or off property). Only conference attendees, sponsors, exhibitors, and advertisers may host events in conjunction with NACE24, and NACE has the sole discretion to approve submitted event requests. Events must not conflict with the conference schedule.

## Who Needs to Submit a Form?

All conference sponsors, exhibitors, advertisers, and any organization hosting an event in conjunction with the 2024 NACE Conference & Expo.

## What is the Process?

All conference sponsors, exhibitors, advertisers, and any organization hosting an event in conjunction with the 2024 NACE Conference & Expo.

1. Submit your event information to NACE by May 1, 2024, using the event form below.
2. Gain approval from NACE to hold the event. The approval will be sent to you via email after your event information has been reviewed. Once you receive approval, proceed with booking your event.
3. NACE will provide you with the contact information for proceeding with the official NACE hotels. NACE is not responsible for any contractual agreements made by you or your organization.

Name of company hosting event: \_\_\_\_\_  
\_\_\_\_\_

Contact person: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

Business phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Event Information

Type of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of event: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Venue preference (indicate official NACE24 hotel, or off-site location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this event open to all NACE24 In Person attendees? ☐ Yes ☐ No

Who and how many people will be invited to attend this event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### Questions?

Contact Maria Kaczmar,  
NACE Events Manager at  
[mkaczmar@naceweb.org](mailto:mkaczmar@naceweb.org)