

# Affinity Group Meetings 2017

## SCCE's 16<sup>th</sup> Annual Compliance & Ethics Institute

October 15 – 18, 2017 | Caesars Palace | Las Vegas, NV

Meeting with your team can be difficult, especially at the office with so many distractions. Why not use your time at the Compliance & Ethics Institute for an off-site meeting?

SCCE will make it easier by providing your organization with a private meeting space, along with a complimentary refreshment break. This will enable you to gain the most from your meeting experience. Additionally, all members from your organization will receive the SCCE member rate to attend the Compliance & Ethics Institute. Eligibility to apply requires a group size of 10 or more participants. All applicants will be reviewed and approved before guaranteed a meeting room.

Meeting space is limited, so act now to reserve yours before we run out! Requests must be sent to Taci Tolzman at [taci.tolzman@corporatecompliance.org](mailto:taci.tolzman@corporatecompliance.org). Affinity group meetings may be held:

- **Saturday, October 14**
- **Sunday, October 15**
- **Wednesday, October 18**

Approved requests will receive complimentary meeting room space at the conference hotel, Sheraton Grand in Chicago, and your choice of one of the following complimentary refreshment options:

- **Standard (Basic) Continental Breakfast**
- **AM snack/beverage break**
- **PM snack/beverage break**

All additional food and beverage, decorating, audio visual orders must be arranged directly with the hotel and are not part of the complimentary offer.

**Contact Taci Tolzman at**

[Taci.Tolzman@corporatecompliance.org](mailto:Taci.Tolzman@corporatecompliance.org)

**Application for Affinity Group Meeting**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Number of attendees expected:

Preferred Room Setup:

- Hollow Square     Classroom     Theater     Banquet Rounds     U-Shape

Date(s) Preferred:

- Saturday, October 14  
 Sunday, October 15  
 Wednesday, October 16  
 Other \_\_\_\_\_

Time(s) Preferred:

- \_\_\_\_\_  
 \_\_\_\_\_

**Disclaimer:**

Affinity Group Meeting applicability will be determined by the 2017 Compliance & Ethics Institute Program Committee. For more information and details to participate as an Affinity Group, contact Taci Tolzman at +1 952 405 7909. Groups will be awarded room space on a first-come, first-serve basis and are subject to availability.

## Application for Affinity Group Meeting, Page 2

Approved applications will receive complimentary meeting room space at the conference site and your choice of one of the following options: complimentary continental breakfast, one AM break, or one PM break. Additional food and beverage items must be coordinated with the hotel directly. We will put you in touch with the catering contact at the hotel.

Please select one of the following:

- Continental Breakfast (selection of coffee/tea, juices, pastries/breakfast breads, fruit, yogurt)
- AM Break (selection of coffee/tea, one soda per person, snack – see options below)
- PM Break (selection of coffee/tea, one soda per person, snack – see options below)

### AM or PM Break

A break includes selection of coffee/tea, one soda per person and a choice of two\* of the following.

- Granola bars
- Assorted cookies
- Soft pretzels with mustard
- Whole fresh fruit

*\*Small groups may be limited to one item.*

If your meeting is over multiple days, please indicate which day you would like your complimentary continental breakfast or break:

\_\_\_\_\_

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