



# 2010 ICF Annual International Conference

October 27-30 ♦ Fort Worth, Texas USA

## ICF Private Events Policy & Request Form

ICF defines a private event as an unofficial ICF event or meeting held as an adjunct to or during ICF's Annual International Conference where ICF Conference attendees are invited to attend. **Private events held in conjunction with ICF's Annual International Conference cannot compete with any official conference events and/or meetings.**

- ICF reserves the right to deny any private event requests.
- ICF reserves the right to postpone or delay any private event, deemed in conflict with an ICF official event and/or meeting.
- Consideration will be given only to individuals who are paid attendees of the ICF Conference.
- If the private event request is approved, individuals will be put in touch with the hotel and must work directly with the hotel staff on making and paying for all arrangements (room rental, food & beverage, AV, equipment, etc.). Individuals will be responsible for paying all charges associated holding with the event.
- ICF does not promote private events in conference materials and/or newsletters.
- *Violators of this policy may be prohibited from attending ICF events and/or future ICF Conferences.*

Following are the days/times where private events will not conflict with official ICF events and may be held (if approved by the ICF):

- Wednesday, October 27: 8:00 a.m. – 5:00 p.m.
- Thursday, October 28: after 7:30 p.m.
- Friday, October 29: 6:30 – 9:00 p.m.
- Saturday, December 5: after 5:00 p.m.

**Individuals wishing to host a private event during the dates of ICF's Annual International Conference must receive pre-approval by completing and submitting the following private event request form to ICF prior to August 31, 2010: [icfconference@coachfederation.org](mailto:icfconference@coachfederation.org) or via fax +1.859.226.4411.**

<b>Date of Request</b>	<b>Date of Proposed Event</b>
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### Contact Information

ICF Membership ID Number: <input type="checkbox"/> I am not an ICF member	
First Name:	Last Name:
Company/Organization:	
Address:	
City/State or Province/Postal Code:	Country:
Phone:	Email:

### Event Information

Official Event Name:			
Event Date:	Start Time:	End Time:	No. Attendees:
Room Set -Up:	<input type="checkbox"/> Theater <input type="checkbox"/> Reception <input type="checkbox"/> Banquet Tables <input type="checkbox"/> Other _____		AV required? <input type="checkbox"/> Yes <input type="checkbox"/> No Riser required? <input type="checkbox"/> Yes <input type="checkbox"/> No

I have read and agree to ICF's private event policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date