

2011 Annual Meeting Guidance for Private Functions

For companies that wish to make arrangements for corporate meetings at the Hyatt Coconut Point, please review the time guidelines on when to host your private meetings. Please note that the hotel will provide meeting rooms based on availability during that time, so please submit your request to NACD early.

During the week of NACD's 2011 Annual Meeting, the following times are available for you to schedule private meetings or functions without conflict with the scheduled program.

Please view the open times for your private meetings:

- **Sunday, 11/6** – The entire day is available without conflict.
- **Monday, 11/7** – The evening is available without conflict, for the majority of the meeting attendees. A Board of Directors meeting and several committee meetings are scheduled throughout the day.
- **Tuesday, 11/8** – The NACD Golf Tournament is scheduled between 11:30 am to 4:30 pm. We encourage you to host and select your own foursome. 10:30 am - 6:00 pm is open for private meetings.
- **Wednesday, 11/9** – Open times for private meetings: 1:30 pm – 6:00 pm. The Networking Reception scheduled from 6:00 pm – 7:00 pm is open to all meeting attendees, including Chemical Suppliers and NACD Affiliates. NACD members dine with their own Regions or in the International Dinner from 7:00 pm – 9:00 pm. Attendance at most dinners is welcomed, but please check in with NACD first to confirm attendance.
- **Thursday, 11/10** – Open times for private meetings: 1:45 pm – 6:30 pm. Meeting officially adjourns after the Gala Dinner.

NOTE: Any company representative that attends any portion of NACD's Annual Meeting and/or is registered as a hotel guest at Hyatt Coconut Point from November 7 – 10, 2011, is expected to register with NACD and pay as a meeting attendee. Name badges must be worn at all scheduled NACD functions. Thank you for your cooperation and support.

**NACD Annual Meeting – November 7 – 10, 2011
Private Function Authorization Form**

To enhance the overall experience of NACD members at the Annual Meeting, NACD has contracted with Hyatt Coconut Point to control events that could conflict with the NACD meeting. If your company wishes to plan an activity outside of NACD’s main schedule of events, the NACD office must authorize the event before Hyatt Coconut Point will provide services for you. *Please fax this completed form to 703/527-7747.* NACD will process your application promptly and return it to the contact person you indicate. Upon receipt of this authorization, *please contact Ellen King, Catering & Convention Services Manager, at the resort at 239/390-4238 or by e-mail at Ellen.king@hyatt.com.*

Company Name: _____
 Company Contact: _____
 Name: _____
 Tel: _____ Fax: _____
 E-mail: _____

	Event #1	Event #2	Event #3
Date of Event and Time (list daily/repeated events under one event)			
Location (i.e., meeting room, suite, restaurant)			
Purpose of Event (e.g., private business meeting, networking event, sales/promo event)			
Total # of Distributors Invited			
Food & Beverage (Y/N)			
Audio/Visual (Y/N)			

- All expenses and meeting logistics are the responsibility of the company booking the event. Please arrange for the hotel to bill your company directly.
- Visit <http://www.coconutpoint.hyatt.com/hyatt/hotels/index.jsp> for more information on meeting space and hotel amenities.

I have read and understand that our company shall not schedule a private function that conflicts with NACD’s 2011 Annual Meeting program.

 (Company Representative Signature) (Date)

NACD Authorizing Signature: _____
 Roselle G. Foley, CMP, NACD

Please fax this completed form to 703/527-7747
Contact Roselle Foley at 571/482-3041 or e-mail rfoley@nacd.com