



March 5, 2018

Dear Friends:

As plans for the 2018 National Conference at the Renaissance Washington DC Downtown hotel are underway, we wish to remind you of the Society's policy with respect to private parties during our conference. A copy of that policy is attached.

Please note especially paragraph (2), which provides that any entertainment at the National Conference (other than cocktail parties or other events attended by no more than nine National Conference attendees) must be cleared in advance. Please make all such requests in writing to me at the National Office.

As explained in paragraph (3), it is our intent to allocate requested space on a first-come, first-serve basis. We will be happy to tell you of other entertainment that has been approved but cannot be responsible for any coordination of entertainment timing, theme, etc.

The evening of Thursday, June 21, beginning at 7:00 pm will be left open for vendors and service partners to entertain at their private events. Conference events are planned for Wednesday and Friday evening, therefore no private events will be permitted on those dates.

If you have any questions, please don't hesitate to contact me. I look forward to seeing you in Washington DC.

Sincerely,

Ophelia King  
Vice President of Events  
212 681 2009  
oking@societycorpgov.org

attachment

## **Society for Corporate Governance**

### **PRIVATE PARTIES AT NATIONAL CONFERENCE POLICY STATEMENT**

The purpose of the National Conference is to provide educational opportunities to Society members relating to their professional responsibilities and an occasion for members to meet one another in order to exchange information and experience relating to the office of the Corporate Secretary. Accordingly, the Society does not permit private parties to be held during the National Conference at times that conflict with scheduled Conference activities.

#### **GUIDELINES**

1. No private parties or entertainment of any sort may take place, either at the site of the National Conference or off the Conference property, at any time which conflicts with a scheduled Conference activity as reflected in the National Conference program booklet. This prohibition applies to entertainment which conflicts either with Society-sponsored social events or with the business portions of the National Conference program. The prohibition also applies to entertainment which conflicts with educational programs for spouses listed in the program booklet. Generally, it is the Society's intention that private parties be limited, subject to the other guidelines set forth below, to the "free" night(s) scheduled at each National Conference. Conversely, activities are discouraged at other times during the National Conference, including time periods immediately preceding Society-sponsored cocktail receptions, as it has been found that certain such events tend to overlap and detract from official Conference events. Finally, it should be noted that the prohibition set forth herein includes "travel time;" i.e., any off-Conference-site entertainment should be planned and conducted in a way that Conference attendees will have returned in time to attend, or not be required to leave before the end of, any business or social event sponsored by the Society and included in the program booklet.
2. All entertainment at the National Conference (other than cocktail parties or other events attended by no more than nine National Conference attendees) must be cleared in advance with Ophelia King, Vice President of Events at the Society.
3. All requests for suites and/or special areas or rooms in the hotel or other Conference site in which cocktail parties, dinners or other entertainment for more than nine people will or may take place also must be placed through and cleared in advance with the National Office. In general such suites, areas and rooms will be allocated on a first-come, first-served basis with preference given to those who intend to issue invitations to their functions in a non-discriminatory manner.

(continued)

4. The Society prohibits persons who are not registered with the Society as National Conference attendees from being present at the Conference (including off-Conference-site premises). However, each Society member who is registered for and who does in fact attend the National Conference may invite no more than one business associate who is not otherwise attending the Conference to assist such member with entertainment on the “free” night. The business associate is required to pay to the Society an amount equal to the Conference registration fee. Guests of members may not invite such a business associate to assist with any such entertainment. No other persons will be permitted to assist in entertainment at the National Conference (or at such off-site premises).
5. The Society has the right to prohibit such events that have been scheduled on all but the “free” night (Thursday, June 21, 2018), for more than nine Conference attendees unless prior permission (written) has been granted.

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