2023 ILTACON INFORMATION

Next Steps
Today’s Webinar Hosts

ILTA’s Service Delivery Events Team

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Director of Event Education Operations

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Event Operations Manager

ILTA’s Business Development Team

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Tyler Howes
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Ashley Kowitz
Customer Success Manager

Sharon Stewart
Customer Success Manager

Ian McCormick
Manager of IT Development and Events
**MAY**
- 10 – WEBINAR Badges, Housing & Portal

**JUNE**
- 7 – WEBINAR – Ordering Items & Services
- 7 – GES Service Kit Available
- 30 – Major Sponsorship Deadline

**JULY**
- 14 – Final Sponsorship Sales Deadline
- 14 – ILTACON Housing Block Closes
- 25 – WEBINAR – What to Expect at ILTACON
- 28 – Asset Deliverables Due/Sponsorships
- 31 – Deadline to Request Function Space

**AUGUST**
- 1 – GES Discount Date
- 20 – REGISTRATION OPENS On Site!
Business Partners - ILTA (iltanet.org)  www.iltanet.org/get-involved/bpopps
All webinars will be recorded and posted online for viewing at a later date.

Iltacon.org/about/webinars
Is your company’s description, business categories, and social media handles up-to-date?
Sponsor Directory Intake Form

Are you receiving emails about upcoming deadlines and other announcements? Is someone else supposed to receive invoices?
Business Partner Contact Update

Is there an incorrect logo for your company on our webpage? Has your company rebranded?
Sponsor Logo Submission
SPACE REQUESTS
Want to host an event during ILTACON?

You may host events in your booth, demo room, or hospitality suite. Prefer an outdoor space, a restaurant, or a ballroom?

2023 ILTACON Meeting and Space Request

Deadline: July 31
Events may not take place during the Monday night Exhibit Hall Opening Reception or Thursday’s Annual Business Meeting
EXHIBITOR DASHBOARD

#ILTACON2023

20-24 August 2023
Orlando, FL
BADGE INFORMATION

BADGE ALLOTMENT

<table>
<thead>
<tr>
<th>Level</th>
<th>Number</th>
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<tbody>
<tr>
<td>ILTAMAX</td>
<td>12</td>
</tr>
<tr>
<td>Platinum</td>
<td>8</td>
</tr>
<tr>
<td>Gold</td>
<td>6</td>
</tr>
<tr>
<td>Silver</td>
<td>4</td>
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Badges may NOT be shared. One badge per person, the same person for the week.
(Covid Pass, Anti-Harassment Pass, Vaccinations, registration, and photos are for each individual registered person.)

BADGE OPTIONS

FULL: Part of your show sponsorship, # based on sponsorship level
ILTACON RECEPTIONS, LUNCH, BREAKS, EDUCATIONAL SESSIONS, AND EXHIBIT HALL
ALL CONFERENCE ACCESS...

ADD-ON: $1,400
ILTACON RECEPTIONS, LUNCH, BREAKS, EDUCATIONAL SESSIONS, AND EXHIBIT HALL
ALL CONFERENCE ACCESS...
Comp Benefits

INSTRUCTIONS
Starting in 2022, ILTA premiered a new feature that allows Representatives from your Organization to assign your own Comp Registration Benefits to Staff. The amount of Comp Benefits for this event is dependent on your Sponsorship level. Please review the Badge Information tab for more information.

Click Here to Start

1. A new panel is available indicating the amount of Comp Registrations your Organization is Entitled to.

Your Organization is eligible for Comp tickets for this event.

Your current available allotment is 12 of 12

Use the Submit Comp Registrations button to start the process of inviting your Org Members to attend this event.

Submit Comp Registrations

2. Select Submit Comp Registrations
3. Using the Contact Lookups, fill in the Representative for your Org you would like to choose

ILTACON 2022
Annual Educational Conference

Instructions
- Select a Contact from your Organization using the lookup field available below

Organization
Kudzu Elephant (Sample Org)

Representative
Andrew Johnson (Sample)

Available Comp Registrations
Hotel Partners

**WDW Swan Hotel**
This sister of the Walt Disney World Dolphin Hotel features the same design sensibilities with a nod to Renaissance elegance.

The Swan will host ILTACON events such as the G100 Day, the G200 Day, Corporate Day, Partner Demo Rooms, and various receptions.

- **$269/night**
  - single/double occupancy + $23 resort fee + taxes (rates may vary based upon views/options)
  - No minimum

**WDW Dolphin Hotel**
The Walt Disney World Dolphin Hotel juxtaposes modern architectural silhouettes alongside Renaissance flourishes, most notably the twin stylized dolphin statues gracing its rooftop.

The Dolphin will be home to the Exhibit Hall, Educational Sessions, Partner Demo Rooms, Master Classes, and Company Updates.

- **$269/night**
  - single/double occupancy + $23 resort fee + taxes (rates may vary based upon views/options)
  - 4 night minimum

**Disney’s Yacht Club Resort**
Disney’s Yacht Club Resort features a formal grace normally found in grand New-England-style yacht clubs. The Yacht Club Resort is the closest property to Disney’s Yacht and Beach Convention Center.

ILTACON Keynote Sessions, Educational Sessions, Partner Company Updates, Demo Rooms, and the Press Room will be located in the Yacht and Beach Convention Center along with an ILTACON Registration and Info Desk.

- **$289/night**
  - single/double occupancy + taxes
  - 3 night minimum

**Disney’s Beach Club Resort**
Leisure, elegance and romance abound in this charming New England-style beach resort. The Beach Club Resort is located minutes away from the Yacht and Beach Convention Center.

ILTACON Keynote Sessions, Educational Sessions, Partner Company Updates, Demo Rooms, and the Press Room will be located in the Yacht and Beach Convention Center along with an ILTACON Registration and Info Desk.

- **$289/night**
  - single/double occupancy + taxes
  - 3 night minimum
Housing Process

You will not be able to reserve rooms until your badges are purchased and paid for.

- Once payment for your order has been received, you will receive details on how each of your attendees can register.
- Once an individual is finished with registration, they will receive a confirmation email with a link to book their hotel reservation.
Housing Process (continued)

You have three options for making reservations

• Individuals can book their own hotel accommodations using the link provided in their registration confirmation email.

• Individuals can book up to 15 rooms at a time in our housing portal for their entire group.
  • NOTE- We will be auditing the rooming list against the paid purchases list to ensure only one hotel room is booked for each purchased pass.

• A block of more than 15 rooms can be requested by submitting a sub-block request form to housing@iltanet.org.
Individual Reservation

Individual rooms can be reserved once your team members register. After registering, they will receive a confirmation email with a booking link and code.

- Individuals will use this link and code out to your team for them to book their own reservations.
- Note that we cannot guarantee hotels, so it is important for your team to book their rooms as soon as possible.
- Individuals will be required to provide a form of payment for guarantee and applicable deposits.
- They will still need to provide a form of payment at check in to cover their remaining room, tax, fees and incidentals.
Up to 15 Reservations

Step One:
When clicking on the booking link to the main event you will want to enter the access code provided and then click Make Reservation.
Step Two:

Once you have clicked make reservation a new window will populate. You will want to adjust the number of rooms you would like to book, up to 15, enter the dates of stay and number of guests per rooms and press search:
Step Three:

After step two a new screen will open. You will then want to select the hotel that is available for your guests to stay at.
Step Four:

- First, adjust the number of rooms for each room type that is available to the number of rooms you would like to book in each room type category, equal to the number of rooms you would like to book (highlighted in yellow).

- After selecting the number of rooms for each room type, press the select button for each room type.
Step Five:

- Once you have pushed the select button for all room types, the subtotal for all stays will populate (highlighted in yellow)
- Select Next to go to the Booking Contact Information
Step Five:

- You will then need to enter the booking contact and billing information to guarantee all sleeping room reservations. Please Note: This credit card will be used to guarantee and provide deposits for all reservations within your group booking.
- Should individual guests be responsible for any sleeping room related charges they will need to go online to edit their reservation. Should this not be completed any deposit, cancellation or no-show charges will be placed onto the credit card provided at the time of booking.
- Once all booking(s) contact information is completed select next.
Step Six:

- Enter all individual guest stay information
- Select next.
Step Seven:

- Review all guest information and press confirm reservation to confirm all bookings.
- All guests will receive an individual email acknowledgement once the reservation(s) completed.
Blocks of more than 15 rooms

To request of a block of more than 15 rooms, please fill out a request form.

Note that once your form is received, we will cross reference your request with your purchased and paid order.

You will only be able to request a block of rooms for the number of passes for which payment has been received.

Please allow 72 hours for the processing of your form. We will reach out to the email provided with a custom booking link that can be shared with your team to book their own reservations.
Billing Notes for Hotel Accommodations

• Each reservation must be made using a valid credit card with an expiration date after August 24, 2023.
  • This credit card will be used to guarantee the reservation and will be charged $50 should the reservation be cancelled at any point.
  • This credit card will be charged a deposit as well, either one or two nights room and tax. This deposit is fully refundable if the reservation is cancelled at least 7 days prior to arrival.

• When checking into the hotel in Orlando, each individual will be required to have a physical card present. This will be authorized for all nights room, tax and fees, plus an incidental deposit.

• If you wish to pay for more than one room or even a large block of rooms using one method of payment, please reach out so we can connect you with the hotel for a credit card authorization form.
Important Reminders

• Room number assignments: These will only be made available prior to arrival for those purchasing a presidential suite. The hotel is not able to confirm room numbers prior to arrival for any other room.

• Note that you will NOT have to have a key card to access any purchased suites.

• Hotel rooms are on a first come first serve basis. We cannot guarantee a specific hotel for you or your organization.

• All hotel reservations must be made prior to July 14th.
  • For those holding larger blocks of rooms, you will have three weeks to use all held rooms before they are released back into our inventory.

• There is a $50 cancellation fee for reservations cancelled at any point in time.

• The Swan and Dolphin will collect a two-night room and tax deposit on each reservation. This is refundable if room is cancelled more than 7 days prior to arrival.

• The Yacht and Beach Club will collect a one-night room and tax deposit on each reservation. This is refundable if room is cancelled more than 7 days prior to arrival.

• General questions for modifying/cancelling/adding reservations, email iltacon@conferencedirect.com

• For questions regarding blocks of more than 15 rooms, please email housing@iltanet.org.
2024  11 – 15 August – Gaylord Opryland, Nashville, Tennessee
2025  10 – 14 August – Gaylord National, National Harbor, Maryland
2026  23 – 27 August – Gaylord Opryland, Nashville, Tennessee
2027  8 – 12 August – Gaylord Opryland, Nashville, Tennessee
2028  6 – 10 August – Orlando World Center, Orlando, Florida
2029  12 – 16 August – Gaylord National, National Harbor, Maryland
2030  11 – 15 August – Orlando World Center, Orlando, Florida
2031  10 – 14 August – Gaylord National, National Harbor, Maryland