



## CLA & RISE Annual Meeting Tip Sheet

1. **Affiliate Meetings:** We have significantly more suites and meeting rooms than 2017 as this is a larger hotel for both CLA & RISE. While we encourage you to secure your affiliate meeting room/suite early, they will not all book up in the first 24-hours. The Affiliate Meetings packet will be posted on the RISE member-only page and the CLA general events page for download.
2. **Affiliate Meetings:** Because we are expecting a sell-out of the hotel over our peak meeting dates (Sunday – Wednesday) we are not releasing the room block at this time. If you call central reservations OR the hotel **you will be told there are no rooms available**. This is to give you an opportunity to book space and suites for your *meetings only* before we release suites and guest rooms for general sales to meeting attendees.
3. **Guest Rooms:** Once we release the information to book guest rooms (late June), we will do a staggered approach. Prior to the registration website going live (mid/late July) you will be able to book online *only* via our custom booking link. You are able to book *one room at a time* using this platform and must use a unique guest name for each reservation.
4. **Guest Rooms:** Once our registration website goes live, you will be able to book via our custom booking link on our registration website (single rooms) OR call central reservations (multiple rooms). We will post guest room booking information for both web-booking and call-ins on the RISE member-only page and the CLA general events page when it is available.
5. **Sponsorships:** If your company has been a *past sponsor* at a RISE or CLA meeting, you can expect sponsorship information to be released late this week (June 14) to the contact person we have on file from past sponsorships. Some specific sponsorships sell-out quickly! If you know a contact person has left or there is a specific individual in charge of sponsorships, please let [Francesca Purcell](#) know ASAP so that we can update our records and make sure your company gets the information in a timely manner.
6. **Sponsorships:** We will release sponsorship information to general sales and meeting attendees next Monday (June 18). All sponsorship information will be posted on the RISE member-only page and the CLA general events page for download.