



## **51<sup>st</sup> IEEE IAS Industrial and Commercial Power Systems Technical Conference**

May 5 – 8, 2015

Marriott Downtown, Calgary, AB, Canada

### **Hospitality Suites**

Hospitality suites (approx. 800 sq.ft. each, including connecting guest room) are available for rental, at a rate of \$545CAD per night.

Vendors interested in having a hospitality suite shall comply with the Code of Conduct.

Vendors are responsible for all costs related to room rental, room decorations and catering. Vendors will be put in contact with the Marriott Hotel to make such arrangements.

### **Code of Conduct for Hospitality Suites**

1. Vendor hospitality rooms used as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual oriented basis shall be allowed.
2. The principal member responsible for the vendor's hospitality room shall have a full registration for the Conference.
3. Vendor hospitality rooms shall be closed during official Conference program hours, including the time set aside for technical meetings, official banquets, official luncheons, official cocktail parties, or like affairs.
4. At least one-half hour before official Conference affairs, vendors shall close their hospitality rooms to guests, including those already present. The rooms shall not reopen until such Conference affairs are officially closed.
5. An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
6. A listing of all hospitality room sponsors and locations is allowed to be displayed in the Conference Registration area.
7. Literature and products for display on a personal and individual basis in hospitality rooms shall be permitted as long as it is consistent with the technical communication objectives of the Conference.
8. All vendors intending to have hospitality rooms shall give notification to the Conference Committee prior to the beginning of registration.
9. Hospitality Suites shall be open to all conference attendees, and to conference attendees only.