



In Conjunction With (ICW) Events Policy

[UPDATED 6.29.26]

INFORMS welcomes events hosted alongside our meetings. University receptions, alumni gatherings, organizational dinners, and similar events are part of what makes an INFORMS meeting valuable. They help our attendees connect, recruit, celebrate, and build community. Thank you for considering holding one. We want these events to succeed, and this policy exists to help them do that.

A little coordination goes a long way. By letting us know about your event in advance, you help avoid scheduling collisions, and you let us support your event where we can. The guidelines below explain how the process works and what to expect.

What Qualifies as an ICW Event

An In Conjunction With (**ICW**) event, sometimes called an Affiliate Event, is any reception, social function, meeting, interview, or organized activity for INFORMS attendees that takes place outside the official program during the meeting dates.

ICW events may take place at INFORMS-contracted venues or elsewhere within the meeting's metropolitan area during the inclusive dates of the meeting.

Examples of ICW events include, but are not limited to:

- University-hosted receptions
- Social events and dinners (not hosted by an INFORMS community)
- Industry or organizational meetings
- Non-INFORMS publication events

Letting Us Know About Your Event

For events at INFORMS-contracted venues, we ask you to submit the [ICW Event Request Form](#) so we can assign space and confirm timing. For events you're hosting independently offsite (for example, at a restaurant or external venue), we still ask you to complete the same form as it helps us steer attendees your way and avoid promoting conflicting activities at the same hour.

Please include:

- Proposed event date and time
- Location, if known
- Estimated attendance
- Primary on-site contact

For events at our contracted venues, timing needs to be confirmed with us before the event is promoted or contracted, so we can be sure it doesn't collide with official programming.

Scheduling

To protect attendance at both your event and the official program, we ask that ICW events be scheduled outside official INFORMS programming, including technical sessions, plenaries, keynotes, and official receptions. If there's a timing conflict, we'll work with you to find a better slot. When you submit your request, it helps to tell us your intended audience so we can flag any overlaps early.

Promotion and Communications

ICW events are not part of the official INFORMS program. When referencing your event, please include language such as “in conjunction with INFORMS [Meeting Name]” to provide helpful context to attendees.

To keep communications clear and consistent:

- Please request permission if you would like to use the INFORMS name, logo, meeting name, or other INFORMS branding. Approved uses must follow instructions provided by INFORMS. ICW organizers may not use INFORMS branding in a way that suggests INFORMS sponsorship, endorsement, or responsibility for the event unless INFORMS has expressly approved that use in writing.
- If requested, include a brief disclaimer (e.g., “This is not an official INFORMS event”).
- Clearly indicate if your event is invitation-only or otherwise restricted.

At times, INFORMS may include approved ICW events in select meeting channels (such as the mobile app or attendee communications). Inclusion is informational and may vary based on space and timing.

Attendance Eligibility

ICW events are intended for registered INFORMS meeting attendees.

Organizers are responsible for managing access in a way that is appropriate for the event, which may include:

- Verifying attendee eligibility (e.g., checking meeting badges or using invitation lists tied to registration)
- Clearly communicating any attendance restrictions in advance

In some cases, INFORMS may ask for adjustments to eligibility or check-in procedures to support consistency across the meeting.

Event Logistics, Meeting Space and Room Setup

Organizers are responsible for planning and managing their event logistics, including food and beverage, audiovisual, and any related expenses. In most cases, arrangements and billing will be handled directly with the venue.

For events hosted at INFORMS-contracted venues:

- Meeting space will be assigned based on overall program needs, and adjustments may be required as schedules finalize

- Room setups may reflect the needs of the full conference program, and ICW events are often expected to work within the existing setup
- If a room reset is needed, it may be limited or subject to additional fees based on venue availability
- Audiovisual equipment, such as screens and projectors, may need to remain in place for official programming, and organizers should plan to work within the existing setup.

We'll do our best to communicate details in advance so you can plan accordingly.

Protecting the Meeting Experience

ICW events work best when they complement the INFORMS meeting rather than compete with or bypass it. To protect the attendee experience and to be fair to sponsors, exhibitors, recruiters, and other organizations that participate through official INFORMS channels, ICW events may not be used to avoid INFORMS sponsorship, exhibit, advertising, recruiting, or meeting policies.

Sales presentations, product demonstrations, sponsored educational programs, satellite symposia, employer presentations, recruiting activities, or distribution of promotional materials require prior written approval from INFORMS.

To maintain a positive and consistent experience for all attendees, the following activities are not permitted:

- Hosting events or meetings in hotel guest rooms
- Opening events to individuals who are not registered for the meeting, unless prior approval has been granted

If you are unsure whether a planned activity is appropriate, we encourage you to check with us in advance—we're happy to help.

Questions

For additional information, contact Liz Hood, Senior Meetings Manager, INFORMS at ehood@informs.org.