



## Unofficial Affiliate Event Procedures for Hotels and/or the Convention Venue

2012 Rotary International 103<sup>rd</sup> Annual Convention

6–9 May 2012 – Bangkok, Thailand

Final Event Registration Deadline: **Monday, 20 February 2012**

Fax: +1-847-328-9239 E-mail: [UAE@rotary.org](mailto:UAE@rotary.org)



Please fax or submit Global Networking Group Requests for Convention Center space to: +1-847-556-2182 or E-mail:

[Rotaryfellowships@rotary.org](mailto:Rotaryfellowships@rotary.org)

Attention: PD210/ Jesse Allerton.

### REQUESTING AN EVENT

Each group is required to complete, sign, and submit an Unofficial Affiliate Event (UAE) form to Rotary International by **Monday, 20 February 2012**. Please note that there are two UAE forms: one form to request space at the IMPACT Center and another form to request space at a Bangkok hotel property. After the UAE Organizer submits the appropriate form, RI staff will proceed with the space confirmation process. Your event must not conflict with the official convention program. When planning your event, please remember that **Rotary International does not provide transportation for UAEs. You will need to organize transportation either to/from or both ways for your event. The earliest transportation to arrive at the IMPACT Center is at 08:00. The latest transportation will leave one (1) hour after the last official convention program event each day. Please contact [uae@rotary.org](mailto:uae@rotary.org) for information on local transportation companies.**

### SERVICES, SPACE CONFIRMATION, and PAYMENT PROCESS

These events are at no cost to Rotary International, so that you, as the unofficial affiliate event (UAE) organizer, will be responsible for all associated costs, including but not limited to: venue rental, transportation, audiovisual equipment, food and beverages, security, and all negotiations, arrangements, and liability for the event. It is understood that the convention venue [IMPACT CENTER] has extremely limited space for UAEs and that space will be allocated on a first-come-first-served basis. If RI is not able to accommodate your request for space at the convention venue, RI will provide a listing of hotels and facilities that may fit your needs.

### PUBLICITY

RI will publicize unofficial affiliate events collectively in the convention program book, the Rotary website and the convention e-bulletin as appropriate. Submission of this form does not guarantee placement in publications, the Rotary website or the convention e-bulletin. UAE listings currently appear in the *Official Program Book*, which is usually posted to the Rotary website three weeks prior to the International Convention. The forms contain checkboxes where you can request that your event details be publicized on the Rotary website prior to publication in the *Official Program Book*. Immediate publication upon submission is not available.

### DEADLINE

The deadline for requesting the event form and submission for publication is **Monday, 20 February 2012**.

### RI CONTACT INFORMATION

Fax: +1-847-328-9239

E-mail: [UAE@rotary.org](mailto:UAE@rotary.org)