

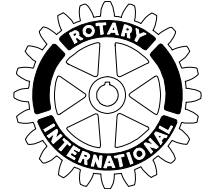


## Unofficial Affiliate Events Procedures For Hotels and/or the Convention Venue

15 – 18 June 2008 – Los Angeles, CA, USA

Event Registration Deadline: Monday, 31 March 2008

Please fax Requests to : 847-328-9239 IM/Allison Galvin



Please fax any Global Networking Group Space Requests at  
the Convention Center to:847-866-6116 PD210/ Jesse Allerton

### REQUESTING AN EVENT

Each group is required to complete, sign, and fax an Unofficial Affiliate Events (UAE) form to Rotary International, by Monday, 31 March 2008. RI staff will then proceed with the space confirmation process. Your event should not conflict with the official convention program, unless the President of RI has given special permission. When working out your event logistics, please remember that *Rotary International does not provide transportation for UAEs.*

### SERVICES, SPACE CONFIRMATION and PAYMENT PROCESS

As the unofficial affiliate event (UAE) organizer, you must agree to all expenses; the events are at no cost to Rotary International. You will be responsible for all associated costs including but not limited to venue rental, audiovisual equipment, and food and beverages as well as all negotiations, arrangements, and liability for the event. It is understood that the convention venue [Los Angeles Convention Center] has limited free space for UAE's. RI staff will work with you to find a suitable venue for your event at a local are hotel if RI is not able to accommodate your request for space at the convention venue. Space allocations at the Los Angeles Convention Center will be made on a first-come-first-served basis and the RI President has final approval of all convention events.

### PUBLICITY

RI will publicize the unofficial affiliate events in various print and electronic media such as the convention program book, the Rotary Web site and the convention e-bulletin as appropriate.

### DEADLINE

The deadline for requesting an event is Monday, 31 March 2008.

### RI CONTACT PERSON

Attention: Allison Galvin/IM100

Fax: +1 847 328 9239

Telephone: +1 847 866 3116

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