

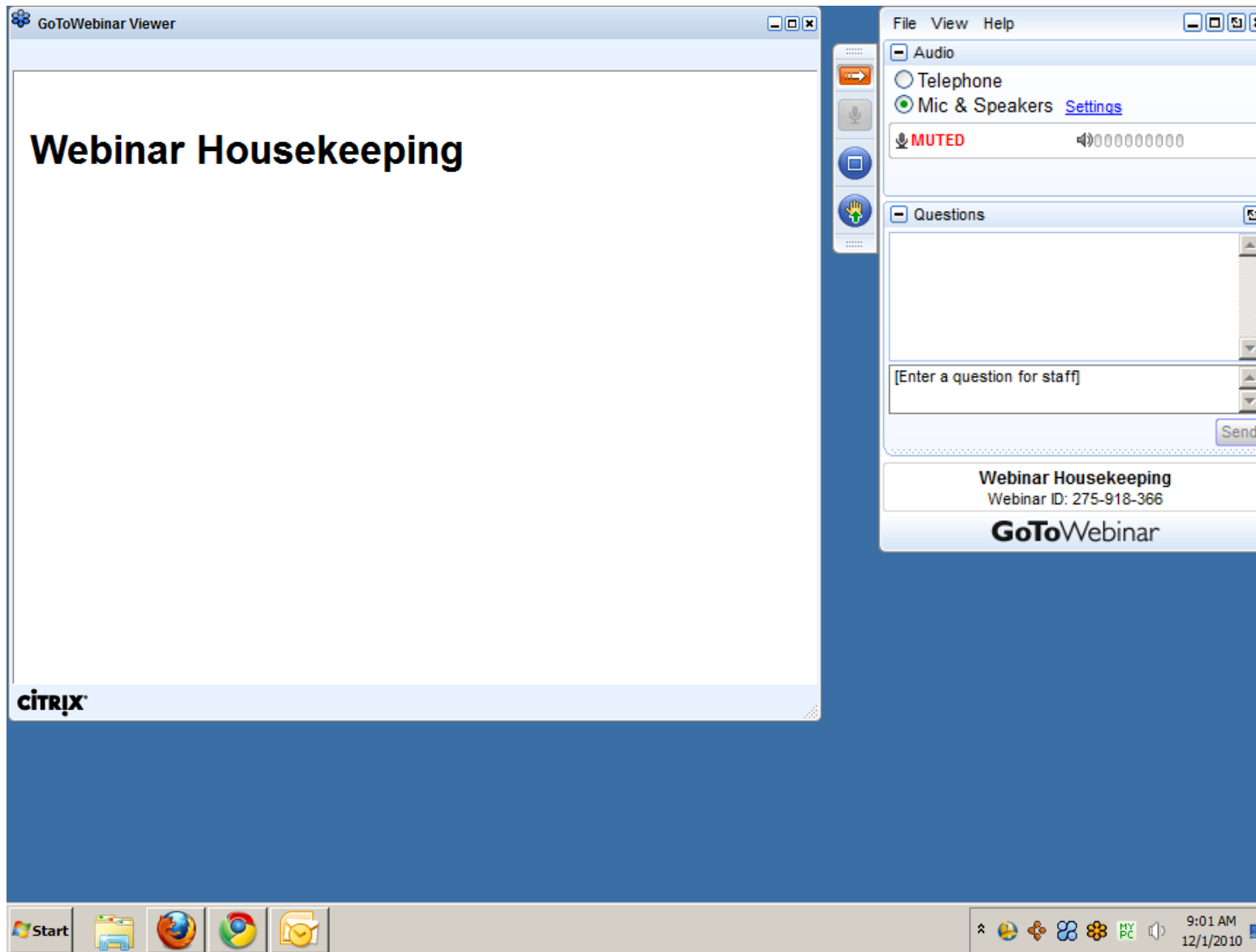


DCAT Annual Dinner Transition Webinar

Friday, November 4, 2016

11:00 AM – 11:30 AM (ET)

GoToWebinar Housekeeping: Attendee Interface



AGENDA

- ▶ Overview and Key Points Regarding the Transition
- ▶ Phase 1: Information and Member Company Determinations
- ▶ Phase 2: Lottery to Determine the Order in which Tables will be Selected
- ▶ Phase 3: Table Selection Process
- ▶ Question and Answer Period

PHASE 1: Information and Member Company Determinations

- ▶ The Dinner Table Transition Policy & Procedure was sent to all member companies that held tables at the 90th DCAT Annual Dinner (March 2016).
- ▶ Holding a webinar to provide an overview of the transition from the Waldorf Astoria to the New York Hilton with key dates and deadlines.
- ▶ November 14th (12:00 pm ET) deadline to:
 - ▶ Cancel table(s)
 - ▶ Request to be moved to a different zone due to seating or price requirements
 - ▶ Request to be on a waiting list for additional tables
 - ▶ All changes or requests should be sent to Diane Packard at diane@dcat.org
- ▶ Once member companies have provided this information, we can determine the correct number of tables in each zone that are available. That will allow us to determine, which companies are now eligible for Zone 1, Zone 2, etc.

PHASE 2: Lottery to Determine the Order in which Tables will be Selected

- ▶ By determining how many tables are now available, we can determine, which companies will be eligible for each Zone.
- ▶ With the determination made, an email will be sent on November 22nd to each Eligible Table Holder to advise them of the zone they are in and provide instructions on how to pay for their table(s).
- ▶ You will receive a webinar invitation for the date and time of the lottery.

PHASE 2: CONTINUED

- ▶ The lottery to determine the order in which Eligible Table Holders will select their table(s) is scheduled for **Tuesday, November 29**.
- ▶ Each Eligible Table Holder's company name will be on a 4"x6" card folded once and placed in a metal container. Each card will be selected by a board member.
- ▶ The timetable for the lottery on Tuesday, November 29th will be as follows:
 - ZONE 1: 8:30AM - 10:00AM
 - ZONE 2: 10:30AM - 11:15AM
 - ZONE 3: 11:30AM - 12:00PM
- ▶ Lottery results will be posted in real time on www.dcat.org under Events/DCAT Annual Dinner /Lottery Results.
- ▶ Be clear, you are in a lottery to **Determine The Order** in which you will select a table(s), *NOT* selecting a table number.

PHASE 3: Table Selection Process

- ▶ To select a table(s) you will be joining a webinar again. During that webinar, we will be displaying an interactive floor plan.
- ▶ We will call your company's name in the lottery order. You will be unmuted and you will have 1 minute to tell us what table(s) you want.
- ▶ We will automatically assign that table(s) to you via SocialTables by adding your company's name and changing the table color. Those who select after you will be able to see that the table(s) are no longer available and they can select until we have completed that zone.
- ▶ If you do not want to participate in the table selection process you can advise Diane Packard at diane@dcat.org and the Executive Director will select a table for you.

PHASE 3: CONTINUED

Table Selection Process Jan. 4 – 6, 2017

JANUARY 4, 2017 ZONE 1 (Approx. Company Selection Order #1 – 70)

Selection Order #1 – 35 9:30AM – 10:30AM

Selection Order #36 – 70 11:00AM – 12:00PM

JANUARY 5, 2017 ZONE 1 (Approx. Company Selection Order #71 - 132)

Selection Order # 71 – 105 9:30AM – 10:30AM

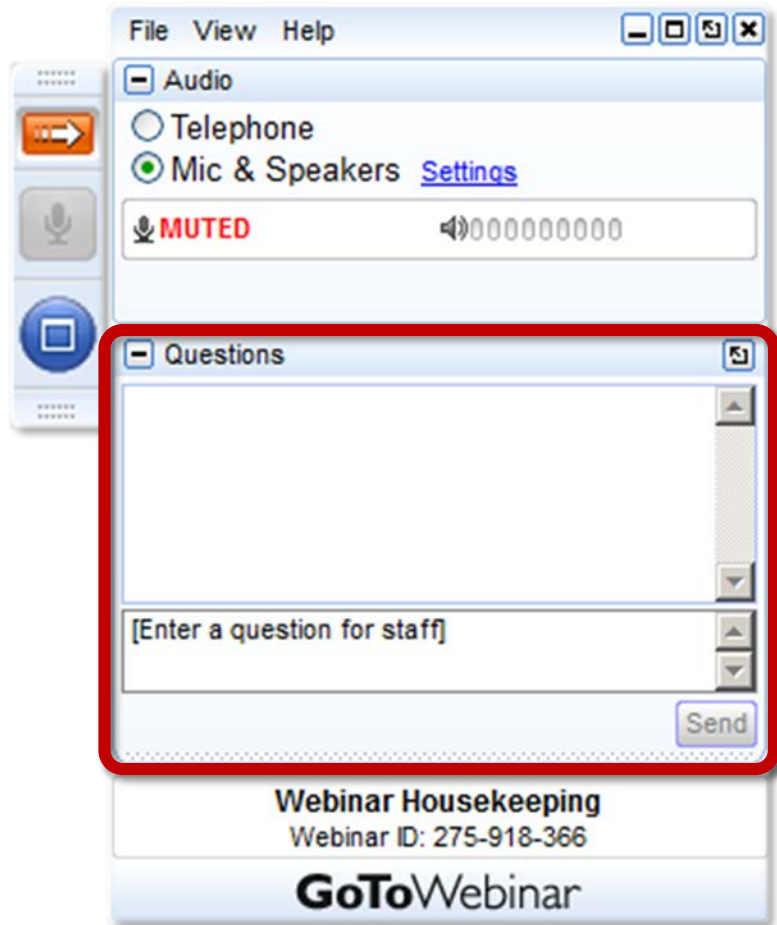
Selection Order #106 – 132 11:00AM – 12:00PM

JANUARY 6, 2017 ZONE 2 & ZONE 3

ZONE 2 9:30AM – 10:30AM

ZONE 3 11:00AM – 12:00PM

GoToWebinar: Q&A Instructions



How to post a question

- Click on the orange arrow to open the control panel
- In the Questions pane, start typing your question in the section that reads [Enter a question for staff].
- Click the Send button when finished.

Please note that you will only be able to see the question(s) that you send.

We will answer as many questions during the webinar as possible. A summary of all questions submitted and the answers will be posted on the DCAT website and emailed to all dinner contacts.