

## Questions from the 91<sup>st</sup> DCAT Annual Dinner Transition Webinar (11/4/16)

### *Why was the NY Hilton chosen for the dinner?*

In late October of 2014, we learned that the Waldorf was being sold to Anbang Insurance Company. We were advised that the new owners would be making extensive renovations to the property. However, there was no master plan, no timetable, and no solid information for us. In 2015, they provided a contract for us at the NY Hilton so we could be assured space to move our annual dinner should the hotel be partially or fully closed. It was at the same time we started planning the move of business meeting spaces should it become necessary. It was only last April that we learned the Waldorf would close on March 1<sup>st</sup> of 2017. The DCAT organization was very pro-active, and it's paid off.

### *Who can we contact to make sure membership dues have been paid?*

You can contact our office at 1-800-640-DCAT or 609-208-1888. Please ask for Diane Packard or email her at Diane@dcat.org.

### *When was email sent with new policy and procedure?*

It was sent on October 13, 2016. The document had a link that you could follow to the policy and procedure and the floor plans. The link to that document is on our website.

### *How many total tables will be there this year in all Zones?*

226 tables in total.

### *Will this presentation be posted on the DCAT website, so I can share with my team members and management?*

Yes, see the links.

### *Are future webinars Eastern Time?*

Yes, all future webinars will be Eastern Time.

### *If we are automatically moving from a table of 4 to a table of 6, do you still need to hear from us in the next 10 days?*

No. We don't need to hear from you. However, if you want to relinquish your table of 6, then we need to hear from you by November 14<sup>th</sup>.

### *We have a table of 4. Do we need to have 6 at the table?*

Good question! No, you don't have to have 6 people because it is a table for 6. You can put any amount up to 6 people. However, the price won't change.

### *If you were in Jade or West foyer from last year can you upgrade?*

Currently, if you were in Jade or Astor Rooms, you will be located in Zone 3 at the NY Hilton.

If you were in the East or West Foyers, you will be located in Zone 3 as well. However, we feel that some companies from East or West Foyers WILL be moved to Zone 1. However, we can't determine this until we give everyone a 10-day period in which they can decide if they want to relinquish tables or move from Zone 1 to Zone 3 for reasons of price point.

We don't want to assign tables in Zone 3 and then find out later that we can move them to Zone 1; we don't want to have another process for that. That's why we are asking the questions now, so we can determine how many companies can move into Zone 1.

In the November 22<sup>nd</sup> email, we will make the final determination of the Zone your company table will be in.

Most companies know which Zone they will be in. It is clearly stated in the policy. However, there may be movement for those companies previously in the East or West Foyers. However, there are no guarantees.

*Can our company keep the same table that was chosen in 2017 for subsequent years, or is there a lottery every year?*

No, there will be a lottery and table selection process each year.

*If we do not want to make any changes, should we send an email confirming that, or is no response required?*

No email response is required.

*We had a table in 2016 in the East Foyer, which means we will be in Zone 3 in 2017. If we don't want to move out of Zone 3, do we need to do anything? Do we wait until January to select our table in Zone 3?*

If you are sure you want to remain in Zone 3, even if tables become available in Zone 1, then YES, email [Diane@dcat.org](mailto:Diane@dcat.org) and let us know. We'd appreciate that. And yes, you will be in the table selection process for Zone 3 in January.

*Can you confirm which Zone a company is in?*

Please refer to the policy document. The link is above. If you aren't sure, please email [Diane@dcat.org](mailto:Diane@dcat.org) and she will advise you.

*As a dinner sponsor do we get any benefit of preferred seating?*

Each year, a designated number of tables will be reserved for member companies that would like to be an Annual Dinner Sponsor. The Sponsor Zone tables are located in the first two rows of Zone 1 and are \$6,000, which is not considered part of the sponsorship fee. The sponsorship fee for 2017 is \$22,000.

Sponsorship may be limited at times and therefore, table assignments in the Sponsor Zone will be on a first-come, first-served basis.

An Annual Dinner Sponsor who is an Eligible Table Holder may elect to have one table in the Sponsor Zone. It is not mandatory. If the Sponsor holds more than one table, other tables outside the Sponsor Zone table(s) are subject to the lottery and the selection procedure.

An Annual Dinner Sponsor who is not an Eligible Table Holder may have one table in the Sponsor Zone. However, the sponsorship and payment for the table in the Sponsor Zone does not automatically entitle the member company to a table in any Zone the following year unless they were awarded a table through the wait list process.

*Are table prices staying the same as last year?*

Yes. See link.

*What happens if we miss a year?*

If you determine that you don't want to have a table at the 91<sup>st</sup> DCAT Annual Dinner in March of 2017, you must relinquish your table by November 14<sup>th</sup> by sending an email to Diane Packard at [Diane@dcatt.org](mailto:Diane@dcatt.org). If in 2018, you would like a table at the dinner again, you must request to be placed on the waiting list. You may do so by emailing [Diane@dcatt.org](mailto:Diane@dcatt.org).

*Will you confirm to all companies which Zone they are in before the 11/14 deadline date?*

You should be able to determine that as outlined in the policy document, see link. If you are unsure, please call Diane. She can help you. Call her at 1-800-640-DCAT or 1-609-208-1888 or email her at [Diane@dcatt.org](mailto:Diane@dcatt.org).

*When does payment for the table need to be made?*

We will send you instructions in our email of November 22<sup>nd</sup> on how to pay your invoice for your table(s). All payment should be made by January 1, 2017.

*Are tables randomly selected or do we get to choose our location?*

First your company will go through the lottery process to see in which order you will select your table. Then, in the order of the lottery, you will select a table. Please review the slides from today's webinar and the policy and procedure. Call us if you have unanswered questions.

*When will we know what Zone we are in?*

Take a look at the policy and procedures and you will be able to determine which Zone based on where your table was located in 2016. If you still have questions, email [Diane@dcatt.org](mailto:Diane@dcatt.org) and she can advise you.

*I am new to DCAT planning. How many people are at a dinner table?*

Either 10 persons in Zones 1, 3 & 4 and 6 persons in Zone 2.

*Do companies in the sponsor Zone participate in the lottery?*

If you only have one table, then that table will be in the Sponsor Zone. If you have multiple tables, then one will be in the Sponsor Zone and the other will be subject to the lottery process and the table selection process.

*Can I send an email to Diane to find out what Zone our company was in last year?*

Certainly.

*Can you provide images of the ballroom, including the balcony areas?*

Yes. See the floorplan link.

*If we don't know what Zone we are in until 11/22 then how can we know if we want to move by 11/14?*

You should know what Zone you are in now. Just review the policy and procedure document. There is a link on this site. If you need help, email [Diane@dcat.org](mailto:Diane@dcat.org). If you were in the East or West foyers at the Waldorf, you might be able to move to Zone 1 for 2017. But, we can't know for sure until people who want to relinquish tables in Zone 1 tell us. They have until November 14<sup>th</sup> to do so. That will help us determine where everyone will be at. We will tell you definitely on November 22<sup>nd</sup>.

*What are the drop off locations of the buses?*

Buses will pick up dinner attendees at all Official DCAT Week Hotels: InterContinental, Lexington Hotel, Lex 48 Hotel, Doubletree Midtown, Palace, Omni, Benjamin and Marriott. More specifics on times will be provided to table holders and all info posted on our website. At DCAT Week, this info will also be in the *Dinner Booklet* and *Pocket Guide*. Those two publications will be available from Monday through Thursday during DCAT Week. Also, info will be posted in our lounges and digital displays in each hotel.

*What time is it recommended to depart InterContinental? (or any hotel)*

We will be giving more info on this as the event draws closer. But I would start looking for buses no later than 6:00 pm. The dinner begins at 7:00 pm.

*Where are the hospitality suites?*

They are in various spaces in the Concourse, 2<sup>nd</sup> and 4<sup>th</sup> floors near the ballroom.

*How spread out do you think that hospitality will be throughout the host hotels?*

We are not involved in any planning for post hospitality at official DCAT Week hotels where a company's business meeting suite is located. However, we are planning for post hospitality for those companies who had OPEN hospitality on the 3, 4 or 18 floors of the Waldorf in 2016. We

also have space for those companies who had OPEN hospitality in the Waldorf in 2016 and were listed in our Pocket Guide for DCAT Week '16 as doing so.

These hospitality spaces and the Xellia party are located mostly in the ballroom area.

**NOTE: Quite honestly, there have been many ups and down in contracting these spaces for our members and it has taken quite some time to get through the issues. However, about 30 minutes before our information webinar, we learned that the final issues have been resolved. We will be contacting members next week about hospitality spaces.**

**Please note, these issues were not with the NY Hilton. The issues stem from other groups who hold these spaces for their events at the hotel during the day and overnight. Unlike the Waldorf where we had 80% of the space, the NY Hilton is a larger hotel and many expos, conferences and meetings are held there.**

*What will the arrangements be for return buses after the dinner and for the next couple of hours if we wanted to visit some of the hospitality suites?*

The buses will run until the hospitality suites close. Currently, we are working with the union at the hotel to determine what time the hospitality events must end. We want to make sure that everyone who needs a bus ride back to the mid-town hotels gets on a bus!

*Is it confirmed that the hospitality suites can run until midnight or is the cutoff 11 pm?*

Currently, we believe midnight. However, we are working with the hotel's union to extend it. Stay tuned!

*Will you address options for hosting hospitality?*

See previous questions.

*Have you determined the mechanism by which table guests will receive their badges?*

Currently the DCAT staff is reviewing ideas that would make badge pick-ups easier. Stay tuned!

*When will the hotel room blocks open?*

Sleeping room blocks at all our official hotels opened this summer. Hurry, they are filling up fast.

*Where will the DCAT lounges be located?*

During DCAT Week '17, Member Lounges will be available to members in the Omni, Palace and InterContinental.

