

DCAT Week'10

March 15-18, 2010

Waldorf-Astoria Hotel • New York City, USA



Event Planner's Guide

DCAT

DRUG, CHEMICAL & ASSOCIATED TECHNOLOGIES
ASSOCIATION



Thank You for taking the time to review this planning guide for DCAT Week 2010. I hope that the following information will be of assistance to you and your company as you prepare to attend and participate in this important annual event at the Waldorf-Astoria. If you require any further information or guidance; please do not hesitate to contact our offices at 1-800-640-DCAT.

I look forward to seeing you and your company representatives at DCAT Week!

Margaret M. Jimmy

DCAT Executive Director

What you will find in these pages:

- DCAT Week at the Waldorf
- The Waldorf Hotel(s)
- Meeting Suites
- Hospitality Suites
- The 84th DCAT Annual Dinner
- Other Important Info
- Staff and Contact Info
- FAQs

DCAT Week Schedule

- **Monday, March 15th** – 8th Annual DCAT Business Development Forum
- **Tuesday, March 16th** – DCAT Industry Education Programs
- **Wednesday, March 17th** – DCAT Industry Education Programs
- **Thursday, March 18th** – DCAT organizational committee meetings and 84th DCAT Annual Dinner

Future DCAT Week and Annual Dinner Date

2011 DCAT Week: March 14-17 Dinner:
Thursday, March 17

DCAT Week at the Waldorf

Why the Waldorf

Since 1926, the DCAT organization has been holding its annual event at this landmark property. Although, in some sense, tradition plays a part in it, there is much more to the choice of the Waldorf-Astoria for DCAT Week.

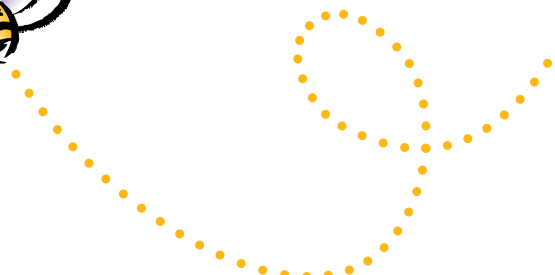
The Waldorf has the largest capacity of suites for a hotel in the city. This allows the greatest number of member companies to use the hotel for business meetings and hospitality. Member companies can choose from a wide variety of suite sizes and amenities that best fit their needs.

Needless to say, the Waldorf offers world-class service in beautiful surroundings. With many restaurants, attractions and shopping just a short walk from the hotel, the Waldorf is a convenient location for members and their guests. The traditional black-tie Annual Dinner event is on Thursday evening during DCAT Week. This event offers our members and their guests an opportunity to hear some of the world's most famous people speak on a variety of topics, all in the formal elegance of the Waldorf's Grand Ballroom and East and West Foyer ballrooms. Again, not only for tradition's sake, but for size... the Waldorf's ballrooms are the largest of any of the surrounding hotels.

DCAT Week Educational Program Registration and Confirmations

There is no registration fee for DCAT Week. Several educational programs are offered at various times during the week, some of which have a fee. You need to pre-register and pre-pay for any educational programs via the DCAT website before Wednesday, March 10, 2010. Registration confirmation, admission ticket and receipt will be automatically emailed to registrants.

Walk-ins are welcome if space permits, but pre-registration is suggested. All walk-ins must pay with a credit card or check. Walk-ins cannot be invoiced.



DCAT Week at the Waldorf *(continued)*

DCAT Suite at the Waldorf

During DCAT Week, the DCAT staff administrative operations will be in the spacious Marco Polo Suite on the lobby level on the Lexington Avenue side of the Waldorf. Those seeking general information, name badges for the Annual Dinner or any other help can easily find DCAT staff from Monday, March 15 to Thursday, March 18. The suite will close at 4pm on Thursday. Phone numbers and office hours for the suite can be found on our website or in the Pocket Guide. Please note that the DCAT office in Robbinsville, NJ will not be staffed during DCAT Week.

Attire

Business attire is recommended for DCAT Week.

The Annual Dinner on Thursday night is a black-tie event. Gentlemen should wear tuxedos, and ladies should dress in cocktail or evening attire. If tuxedo rental is needed, please contact Baldwin Formal Wear at 1-212-245-8190.

Pocket Guide '10

The DCAT Pocket Guide contains essential information about DCAT Week programs and events, Annual Dinner attendees, a suite guide, speaker highlights, and much more. Thousands of industry representatives across the country and around the world receive this prior to and during DCAT Week. The first printing of the Pocket Guide is mailed to industry representatives about two weeks before DCAT Week starts. The second printing contains the Annual Dinner Seating Directory and is distributed to all attendees at DCAT Week and the Annual Dinner.

Seating Directory

The names and companies of Annual Dinner guests will be printed in the Seating Directory of the DCAT Pocket Guide, both under the company's table number and alphabetically. Only those names received by March 3, 2010 can be published.

Advertising in the Pocket Guide

Advertising in the Pocket Guide is available to promote your products and services, invite guests to your company's hospitality event, and make special company announcements. Advertising reservations for the Pocket Guide are handled exclusively through the DCAT office. For more information, please contact **Karen Wetzel** at karen@dcat.org.

Sponsorship of DCAT Week

DCAT is pleased to offer member companies the opportunity to sponsor several events and activities during DCAT Week. Sponsors will receive ample recognition at the event or activity, pre- and post-DCAT Week recognition, and other benefits as appropriate. If you are interested in sponsorships, **please contact DCAT Executive Director Margaret Timony at 1-800-640-DCAT.**

DCAT TV

DCAT Week is the perfect opportunity to get in front of thousands. So why not become a part of DCAT TV with your company's very own 20-second spot? You'll leave a powerful and lasting impression. In its third year, DCAT TV has received significant praise. DCAT TV can be seen in the DCAT Member Lounge and in the attendees' rooms in the Waldorf and InterContinental. We have a limited number of DCAT TV spots. It's a significant value for your investment. For more information on advertising on DCAT TV, **please contact DCAT Executive Director, Margaret Timony at 1-800-640-DCAT or mtimony@dcat.org.**



Logos

DCAT is happy to provide its member companies with official DCAT Week and Annual Dinner logos electronically for your ads, invitations, websites and more.

Member Company Lounge and Cyber Café in the Marco Polo Suite

The excitement of DCAT Week has everyone going in all directions. So members are invited to relax in the Member Company Lounge and Cyber Café on the lower level of the Marco Polo Suite. We have plenty of beverages, tables and comfortable chairs. Members can watch DCAT TV, have a small meeting, use the Wi-Fi system to catch up on e-mail, or do some work before their next appointment.

The Waldorf Hotel(s)

The Main Hotel and the Towers

The **Waldorf-Astoria** is actually two hotels in one and managed by the Hilton Hotel Corp. The “main hotel” is the Waldorf-Astoria with its entrance on Park Avenue. Sleeping accommodations in the main hotel are on the 5th to 17th floors as well as the 19th to 27th floors. Those floors consist of 1027 guest rooms and 206 suites.

The **Waldorf Towers** has its own lobby with an entrance on 50th between Park and Lexington Avenues. The “Towers” occupy the 28th to 42nd floors of the hotel, consisting of 62 guestrooms and 121 suites and offer upgraded amenities for guests. You can reach the lobby or the rooms in the Towers by the Towers elevators that are near the lobby area of the main hotel.

Reserving Sleeping Rooms

DCAT has reserved a block of sleeping rooms at the Waldorf in a variety of sizes for your convenience. Special rates apply for DCAT member companies. These rooms are on a first-come, first-served basis. Make your reservations early! **Sleeping room reservations must be made directly through the Waldorf-Astoria Reservations Department.** Please do not contact the DCAT office or specific Waldorf employees regarding sleeping room reservations.

To make sleeping room reservations, please call the Waldorf at 1-877-476-8792. Tell the reservations agent that you are with the DCAT group – **code DCA**. Reservations can also be made at <http://waldorfnewyork.com>. Go to Reservations, fill in your selected dates, and under the Special Accounts section, use the “Group/Convention Code” box to type in **code DCA**.

Special Room Rate for DCAT Week 2010

\$365 Deluxe Queen

\$389 Deluxe King

\$389 Deluxe Double/Double

Sleeping rooms in the Waldorf Towers are also available. When you call the hotel, please advise Reservations of your request. Towers rooms cannot be reserved through the Waldorf website.

The Waldorf will always provide the best rooms available at the time of check-in to those who reserve within the DCAT room block. Members who use online services (i.e. Orbitz, hotels.com, etc.) or corporate travel offices cannot take advantage of the DCAT room block.

Suites in the Waldorf

During DCAT Week, suites and meeting rooms in the Waldorf-Astoria and Waldorf Towers are held by DCAT. To reserve a suite (even with an attached sleeping room to be utilized by your company’s representative), you must contact the DCAT office. If you contact the Waldorf directly, they will not be able to reserve a suite for you and will refer you to the DCAT office. **There is a minimum of two nights for all suites.**

What Is a DCAT Suite Contact?

Your company’s Suite Contact is the person who will receive all information about your company’s suite(s) at DCAT Week. This includes the Suite Reservation Form and all information regarding reservations and payment. DCAT will send everything to your company’s 2009 Suite Contact, unless advised otherwise.

What Is a Meeting Suite?

Suites at the Waldorf, both in the Main Hotel and Waldorf Towers, are available for member companies to conduct business meetings during DCAT Week and can only be secured by contacting the DCAT office. These suites have bedrooms attached so that your company can also utilize the sleeping room. Meeting suites are on the sleeping-room floors and available in different sizes, styles and price ranges. Keep in mind that some suites do not have a separate bathroom in the living area for guests.

Reserving a Meeting Suite/Room

Companies that held meeting suites or rooms during DCAT Week 2009 will have the opportunity to reserve a similar suite/room for 2010. The Waldorf cannot guarantee that your company will have the same meeting space as the previous year, but will do their best to provide a comparable option. Your company’s Suite Contact will receive a Suite Reservation Form from DCAT in October. This form is used to request a similar suite for 2010, to request a change in suite location or size, or to indicate that a suite will not be needed by your company this year. **To ensure your reservation, forms should be completed and returned directly to the DCAT office as soon as possible, but prior to November 14, 2009.**

If your company has not previously held a meeting suite and is interested in one for 2010, please contact **Jeanne Motola at DCAT at 1-800-640-DCAT or jeanne@dcat.org**.

Before you call, please know the number of people you are looking to accommodate during meetings and the dates for which you will be using your suite. DCAT will do its best to accommodate your request, but all suite reservations are based on availability.

Check-in Time

Please keep in mind that check-in is 3 pm. If you require your suite in the morning, you will need to reserve it for the day before.

Dual Usage

Meeting suites may also be used to host public or private hospitality before or after the Annual Dinner on Thursday night. Your company must purchase a table at the Annual Dinner in order to host hospitality in your meeting suite.

Meeting Rooms

Meeting room space (break-out rooms) is available on the 4th and 18th floors of the main hotel. These meeting rooms differ from meeting suites in that they do not offer sleeping accommodations. Meeting rooms can be arranged by contacting the DCAT office.

Security Issues with Meeting Suite Usage

If you reserve a suite in a person's name, you cannot send another person to pick up your key/check-in. For security purposes, only the person whose name is on the reservation can check in and receive keys.

Telecommunications

Suites and guest rooms in the Waldorf-Astoria have two-line phones equipped with a PC modem/fax jack. The Waldorf offers complimentary wireless Internet access in their entire lobby, from Park Avenue to Lexington Avenue, and in all their hotel restaurants. Due to the structure of the building, mesh wire lath and stucco, wireless signals are unable to pass through the walls into the guest rooms and suites.

A wired Internet connection is provided in each guest room and suite in the hotel at a nominal per day fee. While this setup is designed to accommodate only one user at a time, the Waldorf can provide multiple connections in any room for an additional charge.

Important Note: Please do not disconnect phones in suites. Once a phone is disconnected, it is de-programmed and will not work until it has been reprogrammed by Waldorf Telecommunications. For any additional questions, please contact **Hope Vagionis, Assistant Director of Events, Waldorf-Astoria, at 1-212-872-4624 or hope.vagionis@hilton.com.**

Furniture/Housekeeping Requests

Furniture in suites can be added, removed or rearranged to suit your company's needs, and housekeeping needs may be made to best fit your company's meeting schedule. For furniture

arrangement and housekeeping needs, contact **Hope Vagionis, Assistant Director of Events, Waldorf-Astoria at 1-212-872-4624 or hope.vagionis@hilton.com.** Requests must be made in advance and there may be a set up fee if rental equipment is necessary.

Catering and Room Service

Catering and room service requests for meeting suites on sleeping room floors can be made by contacting the **Waldorf Hospitality Department at 1-212-872-4898**. Orders for meeting rooms on the 4th and 18th floors can be placed by asking for the catering sales manager at **Waldorf-Astoria at 1-212-872-1264**. Catering requests can be made as soon as your suite reservation has been finalized. It is recommended that catering orders be placed as far in advance as possible.

Audiovisual

Audiovisual requirements for your meetings can be provided by Presentation Services Audio Visual (PSAV). For more information or to request audiovisual services, call the **PSAV sales office at the Waldorf at 1-212-872-7390**.

What Is a Hospitality Suite?

Hospitality suites are reserved by member companies in order to host guests either prior to or after the Annual Dinner. Hospitality suites are available only to member companies that have purchased a table at the Annual Dinner. Hospitality suites are available in a variety of sizes and locations on a first-come, first-served basis. Open hospitality suites are listed in the DCAT Week Pocket Guide, and all guests are invited to visit the suites. Your company may choose not to list their hospitality event in the Pocket Guide. However, you need to advise DCAT of that prior to the printing of the Pocket Guide (approximately February 1, 2010).

Reserving a Hospitality Suite

Companies that held a hospitality suite in 2009 will have the opportunity to reserve the same suite in 2010. Your company's Suite Contact should have received a Suite Reservation Form from DCAT in September. This form is used to reserve your suite for 2010, to request a change in suite location or size, or to indicate that a suite will not be needed by your company this year. **To ensure your reservation, forms should be completed and returned directly to the DCAT office as soon as possible, but prior to November 14, 2009.** If your company has not previously held a hospitality suite and is interested in one for 2010, please contact **Jeanne Motola at jeanne@dcat.org**. DCAT will do its best to accommodate your request, but all suite reservations are based on availability.

The InterContinental Hotel - 111 East 48th Street

Contact the InterContinental Hotel at 1-800-327-0200. To receive the special DCAT group rates, please be sure to indicate that the stay is for DCAT Week '10. Use **code B3M** to receive special low rates and the best rooms, or make your reservations at <https://resweb.passkey.com/go/DCAT10>.

Those who use online services (i.e. Orbitz, Hotels.com, etc.) or corporate travel offices cannot be moved to rooms within the DCAT block, even if they are members of the organization. Therefore, we urge you to make your reservations via the Waldorf/Hilton and InterContinental reservation offices.

Rooms set aside with a special DCAT rate for DCAT Week fill up fast, so please book early.

The 84th DCAT Annual Dinner

What Is a DCAT Dinner Contact?

Your company's Dinner Contact is the person who will receive all information about your company's Annual Dinner table(s). This includes the Table Reservation Form, information about registering guests to your table(s) and name badges for your company's guests. Unless advised otherwise, DCAT will send everything to your company's 2009 Dinner Contact.

Table Locations

Grand Ballroom – These tables are located in the main ballroom floor and first and second balconies. Tables in the Grand Ballroom are reserved for the companies that held them the previous year. Any tables that are surrendered by these companies are permanently reassigned to a company on the Grand Ballroom Table Waiting List. There are no individual seats in the Grand Ballroom.

East and West Foyers – Located on the sides of the main ballroom, tables in the East and West Foyers do not have a direct line of vision to the stage. The Annual Dinner proceedings are broadcast on large projection monitors in the rooms. Full tables of ten, partial tables or individual seats may be purchased in the East and West Foyers.

Floor plans of the Grand Ballroom and East and West Foyers are available on the DCAT website at www.dcat.org

Renewing a Table

If your company held a table(s) at the Annual Dinner in 2009, your Dinner Contact received a Table Reservation Form in September to reserve the same table(s) again for 2010. The Dinner Contact must complete the form and return it to the DCAT office, along with payment, in order to officially reserve the table(s) by the date indicated on the form. If it is not received by that date, DCAT reserves the right to reassign the table to another member company. Please note that your company's dues must be paid in order to reserve your table.

First-Time Table Holders

If your company has not previously held a table at the Annual Dinner and would like to request one in the Grand Ballroom, written notification must be submitted to **DCAT Executive Director Margaret Timony** at margaret@dcat.org. Grand Ballroom tables become available when a company surrenders their currently held table. As the Grand Ballroom is currently full, all requests for Grand Ballroom tables are placed on a waiting list and are granted based on availability. Tables in the East and West Foyers are available for purchase at any time by contacting **Diane Packard** at diane@dcat.org. The cost of a Grand Ballroom table for a member company is \$275/guest or \$2,750 for a table of 10, or, in the Foyers, \$250/guest or \$2,500 for a table of 10. The fee for a non-member company representative to purchase an individual seat in the Foyers is \$410.

Surrendering a Table

Current table holders may surrender their table(s) at any time. Once a table is surrendered, it will be permanently reassigned to another company. If your company surrenders a Grand Ballroom table, any further table requests from your company will be placed on the waiting list until a table becomes available. To surrender a table, written notification must be sent to the DCAT office. The notification must come from either the Dinner Contact or DCAT Designated Contact. Office personnel or other company employees may not surrender tables.

Requesting a Table Change

All requests for additional tables or a different table location must be submitted in writing to **Margaret Timony** or indicated on the Table Request Form. Requests for changes will be granted based on availability.

Registering Guests

Beginning in January, online registration is available on the DCAT website for Dinner Contacts to assign guests to company tables. All guest assignments are made via this online system. The Dinner Contact will receive a username and password in the mail, along with a link to the online system.

Guests can be added or removed from your tables via the online system until March 3, 2010. Any changes or additions to table seating following this date must be made by contacting **Diane Packard at diane@dcat.org**. Name badges and the Seating Directory for the Annual Dinner Pocket Guide are generated directly from the guest information entered by the Dinner Contact.

Name Badges

Name badges for your guests will be printed approximately two weeks before the Annual Dinner. Unless advised otherwise, DCAT will ship the name badges directly to your company's Dinner Contact. Name badges are sent via US mail to companies in NJ, NY, PA, DE and CT, and via FedEx to companies in all other states. To ensure proper receipt, international companies are asked to pick up their name badges in the DCAT suite at the Waldorf during DCAT Week. It is the responsibility of the Dinner Contact to distribute the name badges to all of your company's guests prior to the dinner. No guest(s) will be able to gain access to the Dinner without their name badge. If changes or additions were made to your company's table following the mailing of name badges, the new badges must be picked up in the DCAT suite at the Waldorf during DCAT Week. DCAT requests that all name badges be picked up prior to 4 pm on the day of the dinner.

Ordering Beverages for Dinner Tables

Beverages for your table(s) may be ordered prior to the event. Beverage Order Forms for full table holders will be sent via email to your company's Dinner Contact can be downloaded from the DCAT website (**www.dcat.org**). You must complete a form for each table your company holds. The form(s) should be completed and returned with credit card payment to Iyeen Picart of the Waldorf Catering Department prior to the dinner to ensure that your order is received. Forms should not be returned to the DCAT office. The Waldorf will not receive beverage order forms unless they are sent directly to the hotel.

A la carte beverage service will be available during the dinner. Payment for a la carte beverages must be made at time of order, and the waiters will only accept credit card payments.

Sponsorships of the Annual Dinner/Speaker

Sponsorship opportunities for the DCAT Annual Dinner are limited and are on a first-come, first-served basis. For more information on sponsorships, **please contact Executive Director Margaret Timony at margaret@dcat.org**.

Other Important Information about Staying at The Waldorf

Waldorf Business Center

The Business Center is located on the main lobby level. Services include rental of cellular phones, beepers and all office equipment. The Business Center also offers administrative services such as fax receipt and transmission, copying, producing overhead transparencies and signage, and providing secretarial and translation services and workstations. The Business Center is open Monday to Friday 7 am to 9 pm and Saturday and Sunday from 9 am to 5 pm. The Business Center can be reached at 1-212-872-4950.

Package Delivery and Storage

Delivery of packages and boxes to and from meeting spaces will be handled by the hotel Package Room attendants. You may also send your packages ahead, and they will be stored in the Package Room. There is a small fee for all package handling. Please note that each box should be labeled with the following information to ensure accurate and timely delivery of items:

The Waldorf-Astoria Package Room

120 East 50th St.

(between Park and Lexington Avenues)

New York, NY 10022

Attn: Contact Name

Hold for: DCAT Week/Your Company Name

Name of Meeting Room

Date and Time Needed

It is recommended that you mark boxes in the above fashion and designate that they be delivered directly to your meeting space. If you need boxes to be delivered to the DCAT suite at the Waldorf, you must notify DCAT prior to delivery.



Signage

Signage in suites will be permitted upon approval from the Catering Sales Manager. Signs, posters or printed materials may not be pinned, taped or affixed in any way to doors, walls or ceilings in rooms or surrounding areas. Easels, which will accommodate any standard-size signage, are available through your catering contact. For an additional fee, arrangements may be made for a carpenter to install/tear down a banner or a sign on a wall in the room.

Florist

Floralia Decorators is recommended by the Waldorf for your floral, linen and general décor requirements. Located in the hotel on the ground level, you may contact Floralia Decorators directly at 1-212-872-4581 or visit www.floraliadecorators.com.

Entertainment Arrangements

Hank Lane Music and Productions is recommended by the Waldorf for your musical and entertainment needs. Contact Ian Magid, Musical Contractor of Hank Lane Music and Productions, at 1-212-767-0600, or visit www.hanklane.com.

Limousine Service

Limousine service is offered by Capricorn Limousine, located at the transportation desk in the main lobby. Please contact Capricorn in advance for arrangements at 1-212-872-4585.

Salon

Hair and beauty needs can be met by Kenneth's Salon on the main floor of the hotel. For more information, contact Kenneth's directly at 1-212-872-4570.

Additional Reception Options/Meeting Space

Have you explored all your options at the Waldorf? Unique space is available throughout the hotel for DCAT member companies.

Peacock Alley

Located in the heart of the main lobby, Peacock Alley is the perfect setting for a corporate event. The private dining room can host groups of up to 120 people in a unique and relaxing atmosphere. Delicious menus can be customized for your group, and Peacock Alley will even create custom cocktails for your event. For more information on Peacock Alley, please visit <http://www.peacockalleyrestaurant.com/index2.htm>

Bull and Bear Steakhouse & Bar

One of the most historic and well-recognized bars in New York City can be the location of your company's private event during DCAT Week. Rent out the bar of this distinguished restaurant for your party. Private dining is also available in Bull and Bear's Captain's Corner with flexible menus and seating arrangements.

For more information on the Bull and Bear Steakhouse & Bar, please visit

<http://www.bullandbearsteakhouse.com/index2.htm>

Oscar's American Brasserie

Gather your guests in this comfortable restaurant for an unforgettable event. Oscar's can accommodate groups ranging from 10 to 100 people.



DCAT and Waldorf-Astoria Staff— Who's Who

DCAT

Margaret Timony, Executive Director

Phone: 800-640-DCAT (3228) x14

E-mail: margaret@dcate.org

Lauryn Kuna, Education Coordinator

Phone: 800-640-DCAT (3228) x12

E-mail: lkuna@dcate.org

Diane Packard, Dinner Table Coordinator

Phone: 800-640-DCAT (3228) x11

E-mail: diane@dcate.org

Jeanne Motola, Member Suite Coordinator

Phone: 800-640-DCAT (3228) x10

E-mail: jeanne@dcate.org

Erin Sanders, Communications Coordinator

Phone 800-640-DCAT (3228) x15

E-mail: esanders@dcate.org

Karen Wetzell, Member Programs Manager

Phone 800-640-DCAT (3228) x13

E-mail: karen@dcate.org

Waldorf-Astoria

Hope Vagionis, *Assistant Director of Events*

Phone: 212-872-4624

E-mail: hope.vagionis@hilton.com

Maria Lupardo-Cerron, *Catering Sales Manager*

Phone: 212-872-7396

E-mail: maria.lupardo@hilton.com

Contact for: Catering for hospitality suites located on the 4th and 18th floors only

Ashley Nelson, *Hospitality Sales Manager*

Phone: 212-872-4898

E-mail: ashley.nelson@hilton.com

Contact for: Catering for all hospitality suites except those on the 4th and 18th floors

Iyeen Picart, *Executive Assistant to the Director of Catering*

Phone: 212-872-4334

Fax: 212-872-4875

E-mail: iyeen.picart@hilton.com

Contact for: Returned Beverage Order Forms and beverage inquiries for Annual Dinner

FAQs

Q: When is my table or suite form due?

A: All forms must be submitted by Friday, **November 13th, 2009.**

Q: What is the check-in and check-out time for suites at the Waldorf?

A: Check-in is 3 pm, and check-out is 12 pm. If the room is needed prior to 3 pm, you should reserve the room for the day before. If the room is needed after 12 noon on the date of check out, the room must be changed to check out the next day.

Q: How do I reserve a table for the Annual Dinner?

A: Only DCAT's member companies can request tables in the Grand Ballroom or Foyers. Any tables or seats in the East or West Foyers that are empty six weeks before the dinner may then be sold to non-member companies or individuals for the non-member price.

DCAT member companies desiring a table in the Grand Ballroom must send a letter or e-mail to

DCAT's Executive Director Margaret Timony at margaret@dcat.org, stating the table request for the 2010 Annual Dinner. Requests for tables in the East or West Foyer can be directed to **Diane Packard** at diane@dcat.org.

Q: When will we receive our badges for the Annual Dinner?

A: Dinner badges are printed and mailed to your company's Dinner Contact. They are sent out after the online registration system closes, usually one week before DCAT Week.

Q: Where can I go for last-minute changes to our Annual Dinner table?

A: DCAT staff is available in the Marco Polo Suite:

Monday, March 15: 9 am – 6 pm

Tuesday, March 16: 8 am – 6 pm

Wednesday, March 17: 8 am – 6 pm

Thursday, March 18: 8 am – 4 pm

Q: In whose name should our suite be reserved and why?

A: Please ensure that the person who will be picking up keys for your suite is listed as the Suite Occupant in the confirmation letter you will receive from Waldorf staff person **Hope Vagionis**. The person listed as the Suite Occupant is the only person who will be able to pick up keys for the suite.

If more than one person needs access to the suite and will be asking for a key at the front desk, you will need to add their contact information to the reservation by contacting the Waldorf before arrival.

Q: Can we get a large table put in our suite?

A: Furniture in the suites can be added, removed or rearranged to suit your company's needs. Housekeeping needs can be made to best fit your company's meeting schedule. For more information, see the "Furniture/Housekeeping Requests" section of the Event Planner's Guide.

DCAT
Week '10 

March 15 - 18, 2009

Coming
DCAT Week '11

March 14-17, 2011

Waldorf-Astoria Hotel

New York City, USA

DCAT
DRUG, CHEMICAL & ASSOCIATED TECHNOLOGIES
ASSOCIATION

One Washington Blvd., Suite 7
Robbinsville, NJ 08691
800.640.DCAT / 609.448.1000
www.dcat.org