



Event Host Form

All events held in conjunction with the 2025 NACE Conference & Expo must be approved by NACE using the Event Host Form.

NACE must approve all events regardless of event location (on or off property). Only conference attendees, sponsors, exhibitors, and advertisers may host events in conjunction with NACE25, and NACE has the sole discretion to approve submitted event requests. Events must not conflict with the conference schedule.

Who Needs to Submit a Form?

All conference sponsors, exhibitors, advertisers, and any organization hosting an event in conjunction with the 2025 NACE Conference & Expo.

What is the Process?

1. Submit your event information to NACE by May 1, 2025, using the event form below.
2. Gain approval from NACE to hold the event. The approval will be sent to you via email after your event information has been reviewed. Once you receive approval, proceed with booking your event.
3. NACE will provide you with the contact information for proceeding with the official NACE hotels. NACE is not responsible for any contractual agreements made by you or your organization.

Name of company hosting event:

Contact person: _____

Title: _____

Business phone: _____

Mobile phone: _____

Email address: _____





Event Information

Type of event: _____

Date of event: _____

Start time: _____

End time: _____

Venue preference (indicate official NACE25 hotel, or off-site location): _____

Is this event open to all NACE25 In Person attendees? Yes No

Who and how many people will be invited to attend this event?

Questions?

Contact Melanie Freeman, Assistant Director,
NACE Meetings & Events at mfreeman@naceweb.org.

