



Suitcasing and Outboarding Policy

Active ▾ Approved by board of directors: 2025-08-25

Purpose

This policy protects the interest and investment of our corporate partners, event sponsors and exhibitors who contribute significant financial and other resources in the planning and execution of their on-site booth spaces and/or event-related activities.

Definitions

Suitcasing is defined as non-exhibiting/non-sponsoring companies or individuals who go to conferences as an attendee or presenter and solicit business in the exhibit hall aisles, session rooms, hotel or other common areas used by the event.

Outboarding refers to non-exhibiting/non-sponsoring companies or individuals that host meetings, parties or demos, etc. in close proximity to the conference, and encourage conference attendees to attend their events.

Specifications

Suitcasing and outboarding are not permitted at any Digital Collegium event.

This policy includes attendees and presenters attempting to solicit business for themselves or their company, as well as exhibitors who permit non-registered companies to share their booth space.

Procedures

The assistant executive director is responsible for processing all complaints of suitcasing or outboarding and taking appropriate action. Possible actions include issuing a warning, removal from the event, restriction from future participation or any other action deemed necessary to address the situation.