

EDUCAUSE
ANNUAL CONFERENCE

**20
25**

2025 Corporate Ancillary Meeting Policy

**October 27-30, 2025
Nashville, TN**

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General Ancillary Information

ANCILLARY MEETINGS DEFINED:

The EDUCAUSE Ancillary Meeting Policy is designed to help your organization host community or customer focused meetings in conjunction with the EDUCAUSE Annual Conference, while preserving the event's core purpose. This opportunity grants access to a concentrated attendee base that would otherwise be difficult to gather in one location. Content presented at ancillary meetings cannot conflict with the timing of EDUCAUSE programming. Approved ancillary meeting times are below under the "process information" section.

Ancillary Meetings are *non-EDUCAUSE* planned or sponsored group meetings of ten (10) or more people held in conjunction with the EDUCAUSE Annual Conference. Examples of ancillary meetings include:

- business meetings for boards or clients;
- working meetings for committees, focus groups, user groups, or consortia; or
- internal meetings for personnel, organization staff, or teams; or
- social events to include receptions or dinners

Organizations that are formally participating through a purchased opportunity (i.e. exhibitors, sponsors, and presentations), in the current year, can apply to hold ancillary meetings during the conference. EDUCAUSE will assign meeting space on a first-come, first-served basis beginning in late June. Contracted locations in Nashville will not reserve meeting rooms/function space for anyone during the meeting dates without prior EDUCAUSE approval.

Please note, these policies and procedures do not pertain to housing. All housing questions should be directed to our housing management company, Maritz, found on the [hotel & travel page](#).

IMPORTANT DEADLINES:

- May 19: Submission Form opens
- Late-June: Request Review and Scheduling begins
- September 26: After this date, submissions for content to be included in the online agenda will no longer be accepted.

INDEMNITY:

The ancillary meeting organizer takes full responsibility for the meeting and will hold harmless EDUCAUSE, its officers, agents, and employees from any and all liability associated with the meeting. If any of EDUCAUSE's policies are violated, EDUCAUSE reserves the right to cancel the ancillary meeting at any time, including before or during your meeting. In addition, future meeting requests and/or organizational participation at future EDUCAUSE annual meetings may be jeopardized.

CODE OF CONDUCT:

EDUCAUSE seeks to create safe and inclusive environments for all individuals to network, learn, and share. Please review our [Code of Conduct](#) to view prohibited behaviors, including those surrounding health and safety.

Guidelines and Promotional Materials

GUIDELINES FOR ALL ANCILLARY MEETINGS:

1. All participants of an ancillary meeting must be registered for the Annual Conference.
2. All ancillary meetings will abide by and fully enforce all EDUCAUSE [Policies and Permissions](#).
3. Content in conflict with the timing of EDUCAUSE programming is not allowed under any circumstances.
4. The following are regulations regarding permitted materials outside of the meeting room. All other materials must be completely inside the assigned meeting room.
 - One registration table (max size 6'x30')
 - One tablecloth with organization logo to cover the registration table
 - One banner or sign with organization logo, max height of 8', max width of 3'.
 - All materials must be displayed within a 10' radius of the primary entrance to the meeting room.
 - In the case of narrow hallways, materials may need to be placed against the wall to allow for adequate passage, depending on hotel and fire marshal regulations.
 - Additional signage outside the pre-defined areas is strictly prohibited (i.e. directional signage in other venue locations), unless approved, in-writing, by EDUCAUSE.
 - Be sure to include any set-up/teardown time needed for your meeting in your request. A space request has a default of 30 minutes prior to the requested start time and 30 minutes past the requested end time.
5. EDUCAUSE may not be represented as co-sponsoring or endorsing a meeting unless a formal request has been submitted to and approved, in-writing, by EDUCAUSE.
6. EDUCAUSE maintains, in its sole discretion, the right to select which ancillary meetings are included in the online agenda. No external ancillary meetings will be published in the online agenda.
7. The organizer is responsible for all planning and costs associated with the ancillary meeting, including room rental, food and beverage minimums, food and beverage, audio/visual, equipment service, music license fees, hotel/convention center labor costs, etc (as applicable) and communicating those needs to the hotel/venue.
8. After approval of your event, all changes in capacity, venue, space assignment, room set, date and time must first be authorized by EDUCAUSE.
9. All organizations must submit an [Ancillary Meeting Request Form link](#), regardless if the meeting is requested within the EDUCAUSE contracted space or off-site.
10. Approval and payment of the EDUCAUSE fee is required before moving forward with any planning, however, you may work with the venue to hold the space on your behalf until the approval and payment can be completed.

PROMOTIONAL MATERIALS:

Unless subject to a specific marketing agreement approved by EDUCAUSE, the following rules apply:

- Ancillary meetings are not developed, sponsored, or planned by EDUCAUSE. Any promotional materials developed for an ancillary meeting must clearly state this.
- Brochures, posters, or marketing materials of any kind that contain a schedule of EDUCAUSE-sponsored meetings such as education, exhibits, and poster sessions are not allowed.
- EDUCAUSE strictly prohibits the distribution of ancillary meeting announcements or promotional materials within or around the convention center or designated EDUCAUSE conference hotels. This includes hotel room drops, company meeting signage, registration tables, etc., unless allowed by

guidelines or written permission from EDUCAUSE.

- The EDUCAUSE name and logo or likeness to any EDUCAUSE programs may not be used in any mailing pieces, signs, advertising, or promotion in any media form or on any descriptive product literature, whether inside or outside the exhibit area.

Process Information

APPROVED MEETING TIMES:

Ancillary meetings are allowed at times that do not compete with conference programming. In 2025, meetings may be scheduled around the blackout times illustrated below.*

Sunday, Oct 26, 2025	No Blackout
Monday, Oct 27, 2025	No Blackout
Tuesday, Oct 28, 2025	Blackout: 8:15 a.m. - 5:45 p.m.
Wednesday, Oct 29, 2025	Blackout: 8:15 a.m. - 5:00 p.m.

*As a default, EDUCAUSE will hold 30 minutes before and after your approved times for set-up and teardown. If needed, you will be able to request additional time in the submission form. These requests will be subject to EDUCAUSE approval.

ACCESSIBILITY ACCOMMODATIONS:

EDUCAUSE encourages you to ensure all attendees feel welcome and barriers of any type do not exclude people from attending or participating in any additional events you might host. EDUCAUSE provides reasonable accommodations for attendees participating in all official EDUCAUSE hosted conference experiences (i.e., conference sessions, exhibit hall and networking experiences, and EDUCAUSE planned receptions), and expects our corporate organizations to provide reasonable accommodations during their conference-related activities and events. We recommend including requests for special accommodations in invitations you extend to conference attendees, even if the event is after hours or off-site. If you'd like to discuss how you might create a more inclusive and accommodating experience for your attendees, please contact us at accessibility@educause.edu.

CORPORATE ANCILLARY PRICING AND CONTACT:

If you are a company/corporate organization, or are submitting on behalf of a company/corporate organization, availability of EDUCAUSE ancillary space will require a fee based on the size and length of your ancillary meeting, even if it is at an off-site venue. Please contact Carolyn Colman, ccolman@educause.edu, to discuss your event and any fees that may apply.

REQUEST/APPROVAL PROCESS:

EDUCAUSE has limited space at the Omni Hotel and there is no space available at the Music City Convention Center. If your preference is for a different property/venue, considered an off-site venue, you still must contact EDUCAUSE for written approval before proceeding. Please note that meetings held at outside properties, considered an off-site venue, also must adhere to the ancillary meeting guidelines noted above.

Please specify your function and space needs when completing the [Ancillary Meeting Request Form link](#). Once your meeting is assigned and scheduled, all changes in capacity, venue, space assignment, room set, date and time must first be authorized by EDUCAUSE.

If your meeting is approved, you will receive an email introducing you to the appropriate contacts at the hotel and Freeman AV (preferred AV provider) to discuss your meeting logistics and room assignment. If your meeting is an approved off-site event, you will receive an email as your formal approval to share with your chosen venue, signifying you may move forward with your planning. If your meeting is not approved as-is, you will receive an email with additional options for revisions necessary for approval.