Hosting / Sponsoring an After-Work Seminar
Policies and Procedures

Each annual After-Work Seminar Series is comprised of approximately 20-30 individual seminars. While some topics are developed by CREFC, we encourage interested members and member firms to submit topics of discussion they would like to cover in an AWS. Supporting one or more of these seminars is an excellent way to gain visibility for you and your firm.

There are three ways to support an AWS Segment:

1. Sole Sponsor
   - Host the venue and sponsor the costs of the networking reception.

2. Venue Sponsor (Host)
   - Offer your meeting space or access to a 3rd party venue

3. Co-Sponsor
   - Team up with one or more firms to cover venue and reception expenses

Whether you are hosting a program or sponsoring, CREFC provides support to plan and coordinate details from start to finish, including coordinating and hosting, program development and panel calls, coordinating with venue on logistics and catering (if needed), coordinating with A/V technicians, marketing and announcements, online and on-site registration, attendee badges and other standard materials and supplies to support the event. **Please refer to the Event Registration Guidelines for more information**.

Basic Guidelines for Hosting / Sponsoring an individual AWS:

1. CREFC Programming Committee in conjunction with CREFC Management must approve Topic

2. CREFC Programming Committee in conjunction with CREFC Management must approve any featured speaker, moderator and/or panelists.

3. Date must be coordinated with CREFC's internal calendar of events.

4. Sponsoring Firms will allowed one to two speakers, depending on the size of the event, from their own firms, exceptions are made on a case-by-case basis.

5. Venue must support the typical attendance capacity for its specific market.

6. Sponsor's requests need 6-8 weeks of lead time for planning.

7. No one can specifically be excluded from attending a CREFC branded and supported event.

8. An AWS Sponsor is limited to two per year in any one city; exceptions will be reviewed on a case-by-case.