



ICW Meeting Event Request Guidelines

AACTE 2026 is a premier venue for educational, professional, and business development, attracting an expanding network of universities, institutions, organizations, companies, and individuals — both within and beyond our membership.

What is an 'In Conjunction with Event' (ICW)?

An ICW event is any event or meeting for attendees held in tandem with AACTE 2026. Examples of ICWs include alumni functions, committee meetings, affinity group social events, and staff meetings.

If your company, institution, or organization is interested in hosting a meeting, reception, or other event at AACTE 2026, we invite you to complete the ICW Meeting Request Form. All requests are subject to approval by AACTE. We will do our best to accommodate your request based on AACTE programming. Space is limited and will be assigned on a first-come, first-served basis.

Affiliate Event Scheduling:

- Preconference events/workshops can be scheduled all day on Thursday, February 19, 2026.
- All receptions can be requested on Saturday, February 21, 2026, between 5:30 p.m. and 7:30 p.m.
- Post-conference events can occur on Sunday, February 22, 2025, in the afternoon.
- There will be no functions scheduled during the featured, opening, and closing keynote sessions.

Deadlines and Cancellation Policy

- November 3, 2025: Deadline to submit an ICW event request. Requests received after this date will be assigned as space permits.
- December 12, 2025: Space assignments will be communicated to requestors, which will include hotel and AV contacts.
- January 9, 2026: Deadline for cancellation requests to be received via email at events@aacte.org.
 - Cancellations requested on or before January 9 will receive a full refund.
 - Cancellations requested after January 9 will be refunded less a cancellation fee.

For additional information on ICW events, please contact [Cookie Walner](#), director of meetings and events.



General Policies:

- Any requests made directly with the hotel will be deferred to AACTE for approval. The hotel must direct any affiliate requests to AACTE for approval before booking.
- The organization is solely responsible for any damage sustained in set-up, tear-down, and use of the event space.
- Rooms are assigned on a first-come, first-served basis.
- Upon assignment of space and date from AACTE, the organization will work directly with the venue for all catering needs, including placing catering orders, managing headcounts, and changing catering needs.
- All direct costs associated with the ICW event, including but not limited to (e.g., food and beverage, AV equipment, and labor) are the responsibility of the participating organization or individual. All charges, including F&B and AV expenses associated with the ICW event, will be invoiced directly to the organization. Invoices must be paid net-30 upon receipt.
- Vision Creative is the exclusive AV provider for AACTE 2026.
- ICW events that include 1) the presentation of educational programs or seminars for credit; or 2) except with the prior approval of AACTE, focus groups comprised of AACTE members, are prohibited in AACTE-controlled space.
- No ICW event in an AACTE-controlled space may be scheduled during any AACTE Keynote or Feature Session time block during the conference.

Marketing Policies:

- AACTE shall not list any ICW event in the conference app, online event planner, or schedule at-a-glance; or permit promotional signage in space controlled by AACTE; or otherwise promote the event unless, in any online promotion of the event by the group and in any email sent by the group to AACTE members promoting the event, the group includes a link to the AACTE 2026 registration page and an acknowledgement that the event is occurring in conjunction with the conference.
- Use of the AACTE name or logo is prohibited on any ICW promotional materials without express permission.