

2027 IOSC IN CONJUNCTION WITH (ICW) MEETING REQUEST FORM

PRIVATE MEETING SPACE AVAILABLE

The International Oil Spill Conference (IOSC) provides a vital forum for professionals from the international response community, private sector, government, and non-governmental organizations to come together to tackle the greatest challenges facing us with sound science, practical innovation, social engineering, and imagination. Not only do we foster that community in our sessions and on the exhibit floor, but we also encourage your company to book a private meeting room where you can have more collaborative meetings with your colleagues.

Meeting space is available at the 2027 IOSC hosted hotel, **The Westin Savannah Harbor**, and the **Savannah Convention Center**. If you are interested in hosting a meeting at either venue, please complete the form below and submit it to 2027IOSC@api.org. Once submitted, you will receive a response within 48–72 business hours with the appropriate venue contact to assist with your meeting arrangements.

AVAILABLE DATES AND TIMES FOR ICW MEETINGS & EVENTS

The following dates and times are available for hosting ICW meetings or events that do not conflict with the official 2027 IOSC Conference schedule:

- ☐ **Monday, May 17:** 7:00 AM - 11:00 PM
- ☐ **Tuesday, May 18:** 6:00 AM - 9:00 AM and 6:30 PM - 11:00 PM
- ☐ **Wednesday, May 19:** 6:00 AM - 8:00 AM and 6:30 PM - 11:00 PM
- ☐ **Thursday, May 20:** 6:00 AM - 8:00 AM and 2:30 PM - 11:00 PM

Please indicate your preferred date and time when completing this form. All meeting requests are subject to venue availability and approval.

PREFERRED VENUE

Please select your preferred venue for hosting your ancillary meeting or event:

- ☐ **Westin Savannah Harbor**
- ☐ **Savannah Convention Center**

Venue requests are subject to availability and confirmation.



ICW POLICIES & GUIDELINES

All companies requesting to host an ICW meeting, hospitality event, or social activity in conjunction with the 2027 International Oil Spill Conference (IOSC) must adhere to the following policies:

1. **Prior Approval Required:** All ICW meetings, events, and social activities must receive prior written approval from API/IOSC Show Management. Submission of a request does not guarantee approval or meeting space. Upon approval, IOSC will forward the information to your selected venue and provide the appropriate facility contact information so you may work directly with a venue representative to coordinate arrangements.
2. **Event Scheduling:** ICW meetings and social activities may not conflict with official IOSC conference hours or scheduled functions. Evening hospitality events may not begin until any overlapping official IOSC function has concluded and must end by 1:00 AM or earlier if required by hotel or convention center policy.
3. **Professional Standards:** All ICW meetings and events must be conducted in a professional manner consistent with the educational and business objectives of IOSC.
4. **Venue and Meeting Space Restrictions:** API-contracted meeting space and sleeping room blocks are reserved for official IOSC conference requirements and may not be used or reassigned for ICW meetings, events, or social functions. Hosted events must take place only in the assigned meeting room or designated hospitality space. Use of adjacent foyers, hallways, or common areas requires advance approval from IOSC Show Management.
5. **Event Costs and Responsibilities:** IOSC and API assume no financial responsibility for costs associated with approved ICW events, including room rental, room setup or resets, food and beverage, audiovisual services, and other related expenses. The sponsoring company is responsible for establishing its own account with the venue, hotel, and applicable service providers.
6. **Food and Beverage Services:** For events held at a hotel, all food and beverage services and service personnel (including bartenders, hostesses, and other event staff) must be arranged through the hotel's catering department. All ICW events must comply with the venue's food and beverage policies.
7. **Capacity and Event Restrictions:** Attendance is subject to venue capacity limitations and applicable fire and health codes. Product displays and demonstrations are not permitted in meeting rooms. Activities that conflict with the nature of IOSC are prohibited.
8. **Company Registration and Sleeping Rooms:** Representatives of companies sponsoring ICW meetings or events are expected to register for the 2027 IOSC Conference. The IOSC hotel sleeping room block is intended for registered conference participants and may not be utilized by individuals invited solely to attend an ICW meeting or social function.
9. **Event Promotion:** IOSC will not publish, advertise, or distribute information regarding ICW meetings or events, nor assist with soliciting attendance or participation. Companies are responsible for their own event communications and invitations. Solicitation of attendance by individuals who are not full-time employees of the sponsoring company should be avoided.

By checking the box below, you acknowledge that you have read, understand, and agree to comply with the ICW Policies & Guidelines outlined above.

☐ **I Agree**



CONTACT INFORMATION

Company Name: _____

Primary Contact Name (name of submitter): _____

Email: _____

Phone Number: _____

MEETING SPACE NEEDS & DETAILS

Title of Function: _____

Date(s) of Desired Function: _____

Time of Desired Function: _____

Please provide full time requested i.e. 7:00pm–10:00pm

Description/Purpose of Event: _____

The expected number of people in attendance: _____

AUDIENCE EXPECTED FOR EVENT:

☐ **Company personnel only** ☐ **Other:** _____

☐ **IOSC attendees**

WILL YOU NEED AUDIO VISUAL?

☐ **Yes** ☐ **No** ☐ **Unsure at this time**

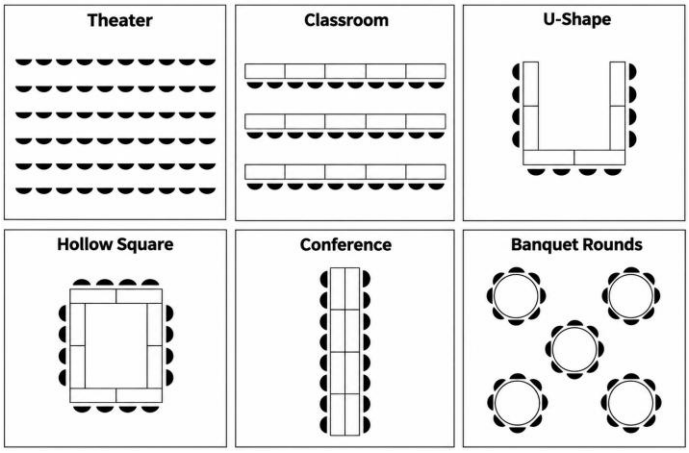
WILL YOU NEED FOOD AND BEVERAGE?

☐ **Yes** ☐ **No** ☐ **Unsure at this time**



PLEASE INDICATE YOUR DESIRED ROOM SET:

☐ **Theater**
☐ **Classroom**
☐ **U-Shape**
☐ **Hollow Square**
☐ **Conference (Boardroom)**
☐ **Reception (banquet rounds and highboys)**
☐ **Other (describe in comments section)**



ANY ADDITIONAL COMMENTS ABOUT YOUR SUBMISSION?

Please include any additional, helpful information about your desired ancillary event.

_____

_____

_____

Submitter Signature

_____

Name of Signee above / Date

_____ / _____

Please return the completed form to 2027iocs@api.org