



Conference FAQs

We are looking forward to seeing everyone at the GICA 2024 Autumn Conference in Chicago, USA. Please read below to view some useful information about the upcoming GICA conference.

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How do I register for the Autumn 2024 Conference?

You can register by visiting the following link: <https://registration.socio.events/e/2024autumnconference>

The conference will be held at the Sheraton Grand Chicago Riverwalk. The hotel address is:

301 E North Water St

Chicago, IL 60611

USA

I am a GICA member. How do I access my discounted tickets?

Your company's primary contact has been sent a unique access code to view the member-rate conference tickets. This code will be the same as it was for the 2024 Spring conference; the number of member-rate tickets are allocated per year based on your company's membership level.

Type in this code under the "Enter Access or Discount Code" field on the registration page and click "Apply" to see your member rate ticket options. If you do not have your member ticket access code and believe that you should be receiving this discount, please email info@gica.org for assistance.

Tickets

How much does a conference ticket cost?

The price of your conference ticket will depend on when you purchase a conference ticket, what type of attendee you are (industry, government, or speaker), and if you are a GICA member.

The registration deadlines for industry tickets are as follows:

Early Bird Registration: 9 May – 6 September

Regular Registration: 6 September – 18 October

Late Registration: 18 October – 14 November

The conference ticket fee structure is listed below. If you are a conference speaker, details regarding your registration will be communicated separately.

Early Bird Member Ticket: \$1,099*

Early Bird Non-Member Ticket: \$2,099

Regular Member Ticket: \$1,199*

Regular Non-Member Ticket: \$2,199

Late Member Ticket: \$1,299*

Late Non-Member Ticket: \$2,299

Non-Speaking Government Ticket: \$550

Industry Training: \$300

When does registration close?

Online registration will close at 5:00pm Pacific Time on Thursday, 14 November 2024. If you registered via invoice, you will be required to pay this invoice prior to the conference start date or you will be asked to pay for your ticket via card when you check in at the registration desk.

How do I book my hotel room?

You can book your hotel room with the discounted GICA hotel room rate at the Sheraton Grand Chicago Riverwalk with the following booking link: <https://book.passkey.com/event/50796357/owner/2233/home>

Space is limited, so book your stay as soon as possible to guarantee the GICA discounted rate. Also please carefully review the hotel's cancellation policy; GICA is not responsible for any changes to your hotel accommodation.

How do I make changes to my hotel room?

Please email any jeffrey.thomas@marriott.com for any reservation adjustments or questions.

Please note that not all changes can be accommodated.

Can I bring a plus one to the GICA Conference?

GICA welcomes our conference attendees to bring guests along with them to Chicago! For this conference, attendees may select one of two different tickets for their traveling companion. The first ticket grants access to the evening social activities while the second also includes daytime activities to partake in while the conference is in session on Tuesday and Wednesday. Tickets and further details will be available soon.

Can GICA accommodate my dietary restrictions?

When you register for the conference, you will be asked to fill out a form to indicate any dietary restrictions. We use this information to ensure that the meals provided are properly labelled and cooked appropriately. That said, in the event that the hotel and/or offsite closing dinner venue cannot accommodate a dietary restriction, we will inform you ahead of time via email. In some instances, the venue needs to make a special food order in order to accommodate, so the earlier you inform us of your restriction, the more likely we will be able to ensure adequate meals are available.

Is the conference agenda available?

A detailed draft agenda will be released at least 2 weeks before the conference. This will be shared on the conference app as well as the public website. Prior to this release, confirmed speakers will be announced via email and social media posts, as well as posted on the [GICA 2024 Autumn Conference website page](#).

An overview of the conference timeline can be found below:

Monday, 18 November:

- 8:00am – 5:00pm: Industry Training* (lunch will be provided to training attendees)
- 5:30pm – 7:30pm: Welcome Reception (includes appetizers and drinks – attendees will be given restaurant recommendations for larger meals)

Tuesday, 19 November:

- 9:00am – 5:00pm: General Session
 - Networking breaks and lunch will be provided

- 5:30pm – 7:30pm: Networking Reception (includes appetizers and drinks – attendees will be given restaurant recommendations for larger meals)

Wednesday, 20 November:

- 9:00am – 5:00pm: General Session
 - Networking breaks and lunch will be provided
- 5:00pm – 6:00pm: GICA Annual Members Meeting (for GICA members only)
- 6:00pm – 6:30pm: Departure from hotel to the offsite Closing Dinner venue
- 6:00pm – 9:00pm: Closing Dinner with staggered bus departures back to the hotel (event includes a full dinner, drinks, and entertainment)

(*Industry Training is an add-on program for an additional fee)

Can GICA assist with travel restrictions/VISA submissions?

We encourage each attendee to look up the specific VISA requirements for their country and submit any forms needed in advance. GICA is happy to sign forms as needed, however any submissions to embassies will need to be completed by the attendee.

To assist with your VISA application, please download the GICA VISA letter template by clicking [HERE](#).

If you need this letter to be hand signed or notarized, please provide info@gica.org with a filled out letter in Word (not PDF).

I need to cancel my attendance at the GICA 2024 Autumn Conference. What are my options?

If you can no longer attend the conference, you may either request a refund or transfer your ticket to another individual to use. Please be aware that all refunds incur a \$50.00 cancellation fee to cover ticket processing. There is no fee to transfer your ticket to a new attendee, however they will need to register with a code that we will provide for them to view their free ticket.

The deadline for full refunds, less the cancellation fee of \$50.00, will coincide with the closing of regular registration on **18 October 2024**. Anyone seeking refunds after regular registration closes must provide a reason and a paper trail. **If the reason is extraordinary**, the host committee will give approval in consultation with the Chairperson. These refund requests will be reviewed after the conference, to permit a refund if deemed necessary.

To request a refund or a ticket transfer, please email GICA admin at info@gica.org with your request.

Who else is attending the conference?

The attendee list will be made available to all conference attendees electronically via Excel two weeks prior to the conference start date. Attendees who do not want to have their email included on this list may indicate that they do not want their email shared on the event registration form. However, if you choose to join the conference app, your name and contact information will be made available to other attendees through the attendees feature of the app, regardless of your registration selection.

The attendee list may also, upon request, be given to potential sponsors.

What sponsorship options are available?

The current conference sponsorship opportunities can be viewed via the following link:

[2024 Conference Sponsorships.pdf](#)

If you are interested in one of these sponsorship options, or would like to discuss a customized sponsorship package, please contact info@gica.org.

How do I download the GICA Conference app?

You can view the splash page to download the GICA Conference app for IOS and Android [here](#). A few weeks prior to the conference, all registered attendees will be emailed an access code and instructions on how to join the conference page within the app. If you register for the conference after these instructions are emailed out, you can instead find this information on your confirmation receipt.

The 2024 Autumn Conference page within the app is restricted to attendees only, so this access code is required to be able to join the event.

Will there be printed materials available at the conference?

GICA staff will have printed materials such as the conference agenda and attendee list available upon request at the registration desk throughout the conference, however, to ensure you are viewing the most up to date information and to reduce paper waste, we encourage use of the conference app instead.

When will more conference logistics be made available?

At least two weeks prior to the conference, a Know Before You Go document will be emailed to all registered attendees and posted on the conference app. This document will contain information on transportation between the airport and hotel, currency information, items to bring with you, meal information, venue Wi-Fi details, and more.

Does the hotel offer shuttle/car services?

The Sheraton Grand Chicago Riverwalk does not have an airport shuttle. Please see the below recommendations for airport transportation to/from the hotel. Please note that hotel guests are responsible for coordinating and paying for these prior to travel.

AIRPORT EXPRESS

You can reserve transportation online at www.airportexpress.com/reservations/. GO Airport express provides a variety of transportation options for individuals, group travelers, conference shuttles. All transportation is made by reservation. Rates can vary between USD \$90-\$500 depending on vehicle choice.

RIDESHARE OR TAXI

Rideshare or taxi is easily accessible at the airport and downtown Chicago. Rideshare apps include Uber and Lyft. Cost is typically USD \$40-50, but prices can vary during peak hours.

PUBLIC TRANSIT - CTA TRAINS (A.K.A. THE "L")

CTA Fares are \$2.75 per ride and subject to change

- **To O'Hare Airport (ORD):** The L is located at Lake and Clark Streets in the State of Illinois Building. The L runs every 5 minutes (BLUE LINE) and takes about 50 minutes. The last stop will be Terminal 4 of O'Hare Airport.
- **To Midway Airport (MDW):** The L is located at Lake and Clark Streets in the State of Illinois Building. The L runs every 5 minutes (ORANGE LINE) and takes about 30 minutes.