

# WITA/WITF 15<sup>TH</sup> ANNUAL DINNER TABLE GUEST LIST AND SUGGESTION LIST

Thank you once more for your participation as a table sponsor of the WITA/WITF Annual Awards Dinner. As a table sponsor, you are entitled to a table of eight at our Annual Awards Dinner on Wed. July 22, 2009, from 5:30 to 11:00 pm in the Atrium and Ballroom of the Ronald Reagan Building.

Thank you also for understanding our constraints under the new ethics rules. Please FAX this form AND the attached "Public Sector Guest Guidelines and Cancellation Policy" to **WITA at FAX (202) 312-1601 no later than COB Fri., July 10**. This form is also available as a word or PDF document by emailing [intern@wita.org](mailto:intern@wita.org) and at [www.wita.org](http://www.wita.org)  
Please let us know if there will be any delay in getting us this information.

1. Organization: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Sponsorship Level: \_\_\_\_\_

2. Please write your company name exactly as you would like it to appear on your table's marker and WITA materials:  
\_\_\_\_\_

3. Please list below the names of representatives and guests from your company who will be attending the event.  
**If any person does not work directly for your company, please list their organization. DUE FRIDAY, JULY 10**  
Table sponsors may invite foreign embassy personnel directly.

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

4. Number of seats you are leaving available for WITA to assign: \_\_\_\_\_ (most sponsors leave 1-3 seats for us to fill)

## **IMPORTANT INFORMATION**

### **5. Suggestion List:**

- A.** The Foundation has invited over 130 US Government officials from the Executive, the Hill, and other public entities involved in trade policy issues. All Members of Congress have also been formally invited.
- B.** Please list below those members of the public sector who work on trade policy whom you believe should be invited by the Foundation to attend the Dinner. If they have not already been invited, the Foundation may elect to invite them. **Please note: In order to comply with the Honest Leadership and Open Government Act, the Foundation will make the final determination on all US Government invitations and all seating arrangements.**
- C.** All Table Sponsors MUST read and sign the information sheet entitled "Public Sector Invite Guidelines and Cancellation Policy".
- D.** Due to strengthened ethics rules, the Foundation is unable to guarantee that your suggested persons will be invited, able to attend, or seated at your table. Please know we value your input and strive to accommodate all reasonable requests.
- E.** Please provide full name, organization, phone & email address for your Suggestion List. **DUE COB FRIDAY, JULY 10**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| _____    | _____    |
| 2. _____ | 4. _____ |
| _____    | _____    |
| _____    | _____    |

6. We invite all table sponsors to contribute a small item with your company logo for our take-away favor bag, which is one of the highlights of the Dinner. If you would like to participate, please give a short description of the item. We expect approximately 500 attendees. **ITEMS DUE TO WITA FRIDAY, JULY 17.**  
\_\_\_\_\_  
\_\_\_\_\_

7. Your company can purchase a half page congratulatory statement to the honorees (approx. 15 words) in the Dinner Program for \$300. If you would like to purchase a message, how would you like your statement to read? **DUE COB JULY 10**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you for your table sponsorship...We look forward to hosting you at the Annual Dinner on July 22<sup>nd</sup>!*

**Guidelines for WITA/WITF Annual Dinner – Public Sector Guests and Cancellation Policy**

**1. Public Sector Guest Guidelines**

IMPORTANT: It is contrary to US government and congressional gift and ethics rules, and specifically the **Honest Leadership and Open Government Act** for a public sector official to accept an invitation to this event directly from a private sector individual or company.

THEREFORE, WITF must insist that all invitations to public sector guests come directly from WITF as the event organizer, not from tables sponsors or any other entity or individual. This will avoid potential problems for both our public sector guests and for you, our private sector table sponsors. **The WITF/WITA Dinner is a widely attended event, and WITF is the sponsoring 501c3 organization. WITF and WITA do not lobby, advocate, or take positions on any issues.**

(Please note: **Foreign embassy personnel** are not required to abide by US Government gift rules. Therefore, Embassy employees and officials can be invited directly by you. WITF extends a complimentary invitation to many Ambassadors as a matter of procedure, but if you have a particular relationship with any country or Embassy official, you are encouraged to contact them directly.)

WITF will do everything possible to ensure that you have a table with appropriate government officials seated with you. However, in order to abide by the law and to maintain an equitable assignment process, we ask that you keep in mind the following guidelines when creating your dinner table Guest List and Suggestion List:

- You are encouraged to let WITF know of individuals in the public sector who work on trade policy whom you believe should be invited by the Foundation to attend the Dinner. If they have not already been invited, the Foundation may elect to invite them. **This is your “Suggestion List”, Part 5 of your Guest List document.** Please realize that not every person mentioned can be invited.
- WITF cannot guarantee that the public sector guests you indicate in your “Suggestion List” will be seated at your table.
- **DO NOT DIRECTLY INVITE ANY PUBLIC SECTOR GUESTS to sit at your table!** It puts the individuals and WITF in DIRECT CONFLICT of the Honest Leadership and Open Government Act and other applicable ethics rules by the multitude of government agencies represented at the Dinner.
- If you know of violation of the rules above, PLEASE INFORM WITF or WITA IMMEDIATELY so we can clarify the process and applicable ethics rules.
- Violations of the Ethics Rules and Invitation Guidelines enumerated above WILL NOT BE TOLERATED.
- It is most likely that the public sector individuals you include on your Suggestion List have already been invited to attend the Annual Awards Dinner as guests of WITF. Our list of government invitees is over 130 persons.
- Table Sponsors may fill as many spots as they choose with private sector guests (company employees, clients, embassy personnel, friends, spouses, etc.). Most Sponsors seat 5-7 of their own people at their table.
- Please keep in mind that there will be ample opportunity to socialize and network during the cocktail hour and at the post-Dinner reception.
- Some people on your “Suggestion List” may not be able to attend the Dinner.
- Persons on your “Suggestion List” may or may not end up seated at your table.
- Any remaining open spaces at your table will be filled by WITF.
- WITF has final discretion over seating arrangements.
- The deadline to turn in your Guest List is **FRIDAY, July 10, 2009.**

**2. WITA/WITF Annual Dinner Table Sponsorship Cancellation Policy**

- Once your company or organization has committed to purchasing a table at the Annual Dinner, you must submit payment prior to the event (7/22/09) or make suitable arrangements with the WITF Executive Director.
- All cancellations must be received no later than one FULL week prior to the event (7/22/09). After that, even if you must cancel, your signature below confirms that you or your organization understand that you are obligated to pay for the full price of your table.

**We understand how important function this is for you.**

We assure you that we will do our best to make everyone as happy as we can within a fair framework of operation and given the restraints we work under--and we have an established track record of doing so.

Thank you for your understanding and cooperation.

WITF thanks you for your participation and support and we look forward to seeing you at the Dinner!

**YES - I have read the above information and understand WITF’s policies and procedures with regards to invitations to public sector guests, ethics rules, and the cancellation policy.**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_