



2023 EAST COAST EVERYTHING to Know

We recommend all attendees take an at-home Covid Test prior to departing for our event.
NAME BADGES are required to be worn throughout the entire event including the evening sessions.
BUSINESS CARDS are recommended. There will be ample networking opportunities.

NAME BADGE / CHECK-IN/ COVID TESTING TIMES:

Tuesday, May 2	9:00am – 4:00pm
Wednesday, May 3	7:30am – 4:00pm
Thursday, May 4	8:00am – 10:00am

We are unable to check attendees in for badges outside of these days/times. So plan accordingly.

COVID TESTING

All attendees will receive a one-time, non-optional BINAX Now Covid Test, whether you are attending for one hour or all 3 days.

Come with patience and allow 20-30 minutes for the testing process.

If you test positive you will be asked to put on a mask until you are out of the hotel and will not be able to attend any sessions of the event nor socialize in any areas of the hotel. If you have checked in to your hotel room, please return to your hotel room and inform the front desk immediately.

STEPS

1. Arrive to Outside Patio – take your Covid Test
2. Complete your Waiver and Health Questionnaire & hold on to it.
3. Once you test negative – you will receive a wristband to wear.
4. Wristband received, waiver signed, and health questionnaire completed, then head to the Ballroom Foyer to check-in for your name badge.

You can't receive your name badge or join any sessions until your covid test is complete.

SUGGESTED SAFETY PRECAUTIONS

- ✓ **Masks** at the event are optional and will be available.
- ✓ Tables are spaced out as best we can for the Ballroom.
- ✓ **Hand Sanitizers** are available throughout the hotel & in the Ballroom, but hand washing is always recommended!
- ✓ **AVOID SHAKING HANDS** – elbow or fist bumps preferred.
- ✓ **Colored Wristbands** identifying comfort level will be available for attendees to wear – Red, Yellow, Green.

DURING THE EVENT

ATTIRE

Business Casual. We strongly encourage you to bring a sweater, as the ballrooms tend to run on the cold side, and we are not able to adjust the temperature.

SNEAKER DAY– It's a DA4S tradition – wear your best sneakers on Thursday, for the last day of our event.

WIFI

- Complimentary WiFi will be available in the Ballroom area only.
- Please reserve this to one device per attendee.
- WIFI is sponsored by TENEOLINGUISTICS COMPANY.
- WIFI CODE: **TLCLINGUISTICS**

MOBILE APP

- ✓ Download the Event App and utilize it throughout the conference.
- ✓ Access the hotel map, attendee list, schedule of events and more!
- ✓ Instructions on how to access the App was emailed.
- ✓ Our App is **powered by Eventdex** and **Sponsored by SOFTPATH SYSTEM.**

PHOTOS & VIDEOS

There is a photographer & videographer capturing moments of the event throughout the conference. If you do not wish to be captured on camera, please inform them directly.

MEMBERSHIP QUESTIONS

Our membership committee will be available throughout the conference. Look for them wearing their Leis.



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VIDEO RECORDING ROOM

Our videographer would love to capture 1-minute reels with as many attendees as possible. Visit the Skylands Room if you are interested in recording a short testimonial that we can include in our future marketing efforts.

SOCIAL MEDIA

Step & Repeat will be available in the Ballroom Foyer during the conference. We encourage you to take photos/selfies throughout the event & tag us. **#DA4S #DA4SEVENTS #DA4S2023**. Be sure to follow us on social media!

GENERAL SESSION & BREAKOUT SESSIONS

We have dynamic speakers and panelists scheduled so be sure not to miss our Ballroom sessions!
As a courtesy to our program, we ask that attendees be seated a couple minutes prior to the start of the daily Welcome. We have a full agenda and will make every effort to start and end on time.

We have informative workshops scheduled that run concurrently on Wednesday afternoon.
Refer to our website to learn more about each workshop so you come prepared on which sessions you plan to attend.

SILENT AUCTION & RAFFLE TICKETS

- Raffle tickets will be sold throughout the event.
- Raffle drawing to be held around 8:00pm on Wednesday Evening at the Dinner.
- Don't miss the Silent Auction Power Meetings!
- Funds raised support our Community Outreach Program.
- Credit card and cash accepted.

OPEN NETWORKING TIME

Wednesday from 4:45pm – 6:00pm is a perfect afternoon break for attendees to meet and network throughout the hotel.

TUESDAY MENTORSHIP PITCH COMPETITION

This session is open to all Members attending the event. Come listen to the outgoing Mentorship class present their pitches in front of the judges in our annual pitch competition!

EVENT MEALS

TUESDAY Meals on your own
Members Welcome Reception (5:30pm –6:30pm). Cash Bar for Beverages. Light Refreshments available. This is not dinner.

BREAKFAST & LUNCH • WEDNESDAY & THURSDAY

- Continental Breakfast and Buffet Lunch will be available for all attendees.
- The Junior Ballroom and Ballroom Foyer will be available for seating for Breakfast.
- Lunch Buffet is served with seating available in the Grand and Junior Ballrooms. Limited outdoor seating is also available – weather permitting.
- Please enjoy all areas for lunch but be back in the Grand Ballroom in time for the start of the next sessions.

WEDNESDAY EVENING DINNER

- Our popular Evening Dinner & Networking is for all attendees.
- Cash Bar is available! Enjoy a variety of food stations.
- Buy Raffle Tickets and take photos at the photo booth!
- Come network and have some fun.

FRESH JUICE BAR

**Sponsored by
CONNECT A STRATEGY & CQ FLUENCY**

Enjoy freshly made juice with ingredients of your choice on Wednesday and Thursday morning!

The line may be a little long but there is Juice for everyone.

DIETARY & ALLERGY RESTRICTIONS

The hotel has noted them for everyone who indicated this on their registration.

COFFEE LOUNGE – SPONSORS ONLY Sponsored by MERCK

Our Coffee Lounge will be open Tues – Thurs for Sponsors Only. Attendees with a Sponsor ribbon may enter the lounge to enjoy a specialty coffee and network with other sponsors. Hours will be posted outside the coffee lounge. If you join us, consider leaving a gratuity for the Barista!

Please be mindful that this lounge can only accommodate a certain amount of people at a time.



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MEET & GREET ROUNDTABLES

- ✓ Our Roundtable session takes place on Thursday, May 4th from 1:45pm – 3:15pm.
- ✓ Each table will have one Corporate Host. Suppliers select a table to sit at to meet the corporation.
- ✓ Each round will be approximately 20 minutes. Then you rotate to another table.
- ✓ If more than one person per company is attending, we recommend that you each sit at different tables.

As a courtesy to our program, we ask that attendees are seated a couple minutes prior to the start of the daily Welcome. We have a packed schedule of events and will make every effort to start and end on time.

If you do not feel well or are experiencing any symptoms of a cold, flu or Covid-19, please respect the safety of others and do not attend the event. Thank you for respecting those who choose to wear a mask.

HOTEL INFORMATION

ROOM RESERVATION

Please confirm your reservation with the hotel prior to arrival and make any requests ahead of time. If you need to cancel your room, do so within the cancellation period to avoid charges. The hotel is unable to guarantee early check-ins or late check-outs. We are not able to assist you with no show cancellations.

HOTEL PARKING

Self-Parking Overnight Hotel Guests – \$25.00 + tax per car · Daily Self-Parking Rate – \$15.00 + tax per car for a maximum of (12) hours.

CHECK-IN TIME is 4:00pm – The hotel will check you in sooner if rooms are available.

- The Bell Desk can safely store your luggage at check in or check out. You MUST use a Bell Desk attendant to secure your luggage.

DINING OPTIONS – (Be patient at the restaurant. Allow enough time to get your meals)
Hotel Restaurant – Open daily for breakfast, lunch and dinner. In room dining is also available.

GYM – access is available for all hotel guests.

IN-ROOM WIFI is complimentary for Bonvoy Members (free to join). Confirm your Bonvoy # is added to your hotel reservation.

HOUSEKEEPING GRATUITY – please remember to leave gratuity upon hotel check-out for the housekeeping staff.

The Marriott Hotel and DA4S are not responsible for any lost or stolen items. We STRONGLY advise you to not leave any personal items unattended in any areas of the hotel throughout the event.

AIRPORT SHUTTLE SERVICE

The hotel shuttle to/from the EWR airport terminals is available on a first come, first served basis and has limited seating capacity (15 guests with luggage). The shuttle does run 24/7 so plan accordingly. Please remember to tip the driver if you use this service.



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SCHEDULE OF EVENTS EAST CONNECTION 2023



MAY 2 • MEMBERS ONLY DAY

TUESDAY

MEALS ON OWN THIS DAY – HOTEL RESTAURANT IS AVAILABLE

9:00AM – 4:00PM	COVID TESTING – SELF TEST	OUTSIDE PATIO
9:00AM – 4:30PM	CONFERENCE BADGE CHECK-IN	WEST LOBBY
10:00AM – 11:00AM	MENTORSHIP 2023-2024 ORIENTATION – INVITE ONLY	JUNIOR BALLROOM
11:00AM – 4:00PM	COFFEE LOUNGE OPEN – SPONSORS ONLY	SALON A – C
11:00AM – 12:00PM	PITCH COMPETITION REHEARSAL – INVITE ONLY	JUNIOR BALLROOM
1:00PM – 2:30PM	ELEVATE BLACK PROGRAM – INVITE ONLY	JUNIOR BALLROOM
3:00PM – 4:30PM	MENTORSHIP PITCH COMPETITION	JUNIOR BALLROOM
4:30PM – 5:30PM	SPIRAL SESSION – FOR SUPPLIER MEMBERS ONLY	JUNIOR BALLROOM
5:30PM – 6:30PM	MEMBERS ONLY WELCOME RECEPTION (Cash Bar & Appetizers)	OUTDOOR PATIOS

WEDNESDAY

7:30AM – 4:00PM	COVID TESTING – SELF TEST	OUTSIDE PATIO
8:00AM – 4:00PM	CONFERENCE BADGE CHECK-IN	WEST LOBBY
8:00AM – 4:00PM	COFFEE LOUNGE OPEN – SPONSORS ONLY	SALON A – C
8:00AM – 9:00AM	CONTINENTAL BREAKFAST & NETWORKING	BALLROOM FOYER
9:00AM – 9:20AM	WELCOME REMARKS	GRAND BALLROOM
9:20AM – 10:35AM	Intersectionality & Clinical Trials: The Role of Procurement	GRAND BALLROOM
10:35AM – 10:45AM	BREAK	
10:45AM – 11:45AM	EIGHT THAT INNOVATE	GRAND BALLROOM
11:45AM – 12:45PM	BUFFET LUNCH	BALLROOM FOYER
12:45PM – 1:00PM	EIGHT THAT INNOVATE – TOP 3 ANNOUNCED	GRAND BALLROOM
1:00PM – 2:00PM	DAY 1 KEYNOTE SPEAKER	GRAND BALLROOM
2:00PM – 2:30PM	BREAK	
2:30PM – 3:30PM	Track 1: Sustainability – What Corporates Want & How to get Started	JUNIOR BALLROOM
	Track 2: Innovations and Trends in AI	LINCOLN/COLUMBIA
3:30PM – 3:45PM	BREAK	
3:45PM – 4:45PM	Track 3: Health Equity – Bridging the Disparity Gap	JUNIOR BALLROOM
	Track 4: Scope 3 – Where do you Start?	LINCOLN/COLUMBIA
4:45PM – 6:00PM	BREAK	
6:00PM – 8:30PM	EVENING DINNER RECEPTION	GRAND BALLROOM

THURSDAY

8:00AM – 10:00AM	COVID TESTING – SELF TEST	OUTSIDE PATIO
8:15AM – 10:00AM	CONFERENCE BADGE CHECK-IN	WEST LOBBY
8:15AM – 12:00PM	COFFEE LOUNGE OPEN – SPONSORS ONLY	SALON A – C
8:15AM – 9:15AM	CONTINENTAL BREAKFAST & NETWORKING	BALLROOM FOYER
9:15AM – 9:45AM	WELCOME & PROGRAM UPDATES	GRAND BALLROOM
9:45AM – 10:15AM	MENTORSHIP PITCH COMPETITION (Winners Announced)	GRAND BALLROOM
10:15AM – 11:00AM	SUCCESS STORIES	GRAND BALLROOM
11:00AM – 11:15AM	STRETCH BREAK	GRAND BALLROOM
11:15AM – 12:15PM	Day 2 KEYNOTE SPEAKER	GRAND BALLROOM
12:15PM – 1:15PM	BUFFET LUNCH	BALLROOM FOYER
1:15PM – 1:30PM	CLOSING REMARKS	GRAND BALLROOM
1:45PM – 3:15PM	MEET & GREET ROUNDTABLE CONNECTIONS	JUNIOR & GRAND BALLROOMS

MAY 3 • CONFERENCE DAY 1

MAY 4 • CONFERENCE DAY 2