



# General Information

## Special Meal Requirements

Please email [ipmainfo@ipma.org](mailto:ipmainfo@ipma.org) with any special needs regarding meals. IPMA will make every effort to accommodate for allergies, but it will be up to the attendee to relay this information to banquet staff to assure your safety.

## Weather

June temperatures in Buffalo, NY range from lows in the high 50s to highs in the middle 70s. To see what's coming during conference, visit [Buffalo, NY Weather Forecast and Conditions - The Weather Channel | Weather.com](#).

## Hospitality Suite

IPMA's Hospitality Suite provides an opportunity for you to relax and unwind with your colleagues at the end of the day! Various beer, wine, sodas, and water will be served, along with some snacks for you to enjoy. And before you go, be sure to review [IPMA's Code of Conduct](#) (also in the IPMA 2022 Conference App).

Hospitality Suite Hours:

- Saturday, June 11: 9:00 pm to 12:00 am.
- Sunday, June 12: 8:30 pm to 12:00 am.
- Monday, June 13: 9:30 pm to 12:00 am.
- Tuesday, June 14: 9:30 pm to 12:00 am.
- Wednesday, June 15: 9:00 pm to 12:00 am.
- Thursday, June 16: 9:00 pm to 12:00 am.

## What to Pack/Conference Attire

Conference Sessions: Attire at conference sessions is casual such as polo shirts, khaki pants, slacks or skirts. A sweater or light jacket is recommended to avoid possible drafts in the meeting rooms.

Welcome Reception: Attire is casual.

Awards Reception/Banquet- Attire is Sunday dress including sport coat, dress shirts & ties, dresses or dress slacks. Please no shorts or jeans.



## General Information

Night Outing: Attire is casual. Wear your new IPMA shirt. This is the perfect time for us to do our annual group photo!

### Night Outing

Join us for a night out at Buffalo's Riverworks on Buffalo's waterfront. DJ. Games. Dinner. Drinks. Hockey arena. Photo booth. All included!

Check it out: [Buffalo Riverworks | Buffalo's Biggest Entertainment Destination](#).

Bus leaves at 6:00 pm and returns at 9:00 pm.

### What should I bring?

Don't forget to bring pins to exchange with colleagues that reflect your state, city or even employer at the Welcome Reception on Monday night and throughout the conference. It's a great way to get acquainted with other attendees.

And be sure to bring business cards so you can stay in touch all year long and enter in vendor drawings.

### Registration

The registration desk is the Registration Area in the Buffalo Niagara Convention Center (BNCC). Once you check in, you will receive your complimentary IPMA Conference bag, name badge with holder, and conference shirt. Registration is also a great place to ask questions and see who will be attending this year.

#### Hours are:

- Saturday, June 11: 3:00 pm to 5:00 pm.
- Sunday, June 12: 8:00 am to 5:00 pm.
- Monday, June 13: 8:00 am to 4:00 pm.
- Tuesday, June 14: 8:00 am to 5:00 pm.
- Wednesday, June 15: 8:00 am to 4:00 pm.
- Thursday, June 16: 8:00 am to 4:00 pm.



## General Information

### 50/50 Raffle- Brahney Scholarship

This scholarship is presented annually in memory of James M. Brahney, a founder of IPMA and its first international president. It serves to promote education in the field of in-house print, mail, and management. The scholarship is available to an IPMA member, child, or grandchild of a member who wants to advance his/her education related to Graphic Arts, Printing, Design or Mailing or to an IPMA member to defray a portion of the registration fee for IPMA's Educational Conference.

Help fund this amazing opportunity by purchasing 50/50 raffle tickets during the IPMA conference. The drawing will be held during the group lunch on the last day. You must be present to win. Who wouldn't like some extra cash? 50% goes to the scholarship fund for next year and the other half- well, it goes in the winner's pocket!

Payments for all Brahney related items can be made with your debit/credit card, minimum \$10 charge. See IPMA staff at conference to charge your donation.

### Vendor Fair

IPMA 2022's Vendor Fair features our partners, sponsors, and exhibitors displaying printing/ mailing equipment and services for in-plants. There will be the latest and greatest equipment, software demonstrations, samples, and more.

Plus you'll become better acquainted with the most respected in-plant suppliers in a casual, relaxed environment. This is the perfect time to ask questions and find solutions! And drop off your business card to be entered into their giveaways on Wednesday, June 14 at 3:00- you must be present to win. Be sure to visit them all!

Location: Exhibition Hall

The Vendor Fair is open:

- Monday, June 13:
  - 10:00 am to 12:00 pm
  - 3:15 pm to 6:30 pm
  - Vendor Reception 4:30 pm to 6:30 pm.
- Tuesday, June 14:
  - 10:00 am to 12:00 pm,
  - 1:30 pm to 4:30 pm
  - Vendor door prizes 3:00 pm to 4:00 pm. You must be present to win!



# General Information

## Guests

Guest registration includes all conference events and meals. IPMA is giving guests the opportunity to meet one another at the Spouses/Guest Meet & Greet Sunday June 12<sup>th</sup> in Room 101A at the Buffalo Niagara Convention Center (BNCC) at 4:30 pm to 5:30 pm.

## Hotel Information

The safety and wellbeing of our guests and colleagues is always a top priority. In light of COVID-19 and for precautionary measures, the following services and facilities will be impacted. For inquiries, please contact the hotel directly.

- Unavailable until further notice - Business center
- Limited service available - Housekeeping, Starbucks
- Face coverings - See Hyatt's Global Care & Cleanliness Commitment policies [here](#).

Government mandate - This location may have COVID-19 travel restrictions in place including national, local and health advisories and requirements. [Learn more](#)

## SERVICES

- 1-800-CHECK-IN®
- Hyatt E-Concierge
- Multilingual Staff
- Currency Exchange
- ATM
- Valet Parking
- Laundry / Dry Cleaning
- Market Place / Snack Shop
- In-Room Dining
- Complimentary Wi-Fi
- Climate-Controlled Walkway Access to Buffalo Niagara Convention Center
- Microwaves available for a fee

Hotel dining options: [Restaurants and Bars in Downtown Buffalo | Hyatt Regency Buffalo](#)

Area attractions: [Attractions and Things to Do in Downtown Buffalo | Hyatt Regency Buffalo](#)



# General Information

## COVID-19 Restrictions

Masks are required on any type of public transportation. Departing the airplane in Buffalo will require a mask, as well as conference buses to and from events.

There are no restrictions inside or outside.

IPMA will have masks and hand sanitizer available.

### **Hotel-specific restrictions:**

- Unavailable until further notice - Business center
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