

# DCAT Week '12

March 12 - 15, 2012  
New York City



*Around the Globe,  
DCAT Week Means Business*

## Event Planner's Guide



INTERCONTINENTAL®  
*an Official DCAT Week Hotel*



THE WALDORF=ASTORIA  
*an Official DCAT Week Hotel*

**DCAT**  
DRUG, CHEMICAL & ASSOCIATED TECHNOLOGIES  
ASSOCIATION

# DCAT Week '12



**Thank You** for taking the time to review this planning guide for **DCAT Week 2012**. I hope that the following information will be of assistance to you and your company as you prepare to attend and participate in this important annual event at the Waldorf-Astoria and InterContinental Hotels. If you require any further information or guidance, please do not hesitate to contact our offices at 1-800-640-DCAT(3228). I look forward to seeing you and your company representatives at DCAT Week!

*Margaret M. Timony*

**Margaret M. Timony**  
DCAT Executive Director

## What you will find in these pages:

- DCAT Week at the Waldorf
- The Waldorf Hotel(s)
- The InterContinental Hotel
- Meeting Suites
- Hospitality Suites
- The 86th DCAT Annual Dinner
- Other Important Info
- Staff and Contact Info
- FAQs

## DCAT Week at the Waldorf

### Why the Waldorf

Since 1926, the DCAT organization has been holding its annual event at this landmark property. Although, in some sense, tradition plays a part in it, there is much more to the choice of the Waldorf-Astoria for DCAT Week.

The Waldorf has the largest capacity of suites for a hotel in the city. This allows the greatest number of member companies to use the hotel for business meetings and hospitality. Member companies can choose from a wide variety of suite sizes and amenities that best fit their needs.

Needless to say, the Waldorf offers world-class service in beautiful surroundings. With many restaurants, attractions and shopping just a short walk from the hotel, the Waldorf is a convenient location for members and their guests. The traditional black-tie Annual Dinner event is on Thursday evening during DCAT Week. This event offers our members and their guests an opportunity to hear some of the world's most famous people speak on a variety of topics, all in the formal elegance of the Waldorf's Grand Ballroom and East and West Foyer ballrooms. Again, not only for tradition's sake, but for size...the Waldorf's ballrooms are the largest of any of the surrounding hotels.

## DCAT Week Schedule

Please see our website at [www.dcat.org](http://www.dcat.org)

## SAVE THE DATE!

**DCAT Week 2013**  
March 11-14, 2013

**87th DCAT Annual Dinner**  
Thursday, March 14, 2013

# DCAT Week 2012

## Educational Programs

Although there is no fee or registration for DCAT Week, several educational programs are offered at various times during the week to members and non-members, which will have a fee. It is suggested to pre-register and pre-pay for any educational programs via the DCAT website. Registration confirmation, admission ticket and receipt will be automatically emailed to registrants. Walk-ins are welcome if space permits, but pre-registration is preferred. All walk-ins must pay with a credit card or company check. Walk-ins cannot be invoiced.

**Pre-registration and payment deadline: Tuesday, March 6, 2012.**

## DCAT Office During DCAT Week

The DCAT staff administrative operations will be available in the spacious Marco Polo Suite located on the lobby level of the Waldorf-Astoria on the Lexington Avenue side. Those seeking general information, name badges for the Annual Dinner or any other help can easily find DCAT staff. Phone numbers for the suite can be found on our website or in the Pocket Guide. The DCAT office in Robbinsville, NJ will not be staffed during DCAT Week.

**DCAT Staff will be available from: Monday, March 12th to Thursday, March 15th. The suite will close at 5 pm on Thursday.**

## Member Company Lounges and Cyber Cafés

The excitement of DCAT Week has everyone going in all directions. Members are invited to relax in the Member Company Lounges and Cyber Cafés on the lower level of the Waldorf-Astoria. One is located on the Lexington side in the Marco Polo Suite and the other in the Park Side Terrace. We have plenty of beverages, tables and comfortable chairs. Members can watch DCAT TV, use the Wi-Fi system to catch up on e-mail, or do some work before their next appointment. Drop your business card in the designated location for a chance to win one of four iPads. Winners will be announced on Thursday at the Annual Dinner.

## Sponsorships Opportunities for DCAT Week

DCAT is pleased to offer member companies the opportunity to sponsor several events and activities during DCAT Week. Sponsors will receive ample recognition at the event or activity, pre- and post-DCAT Week recognition, and other benefits as appropriate. If you are interested in sponsorships, **please contact Diane Packard at [diane@dcat.org](mailto:diane@dcat.org) or 1-800-640-DCAT(3228)**. You can also view and download our Sponsorship Brochure on our website, [www.dcat.org](http://www.dcat.org).

## Pocket Guide

The DCAT Week Pocket Guide is your ultimate tool to the Who, What and Where of DCAT Week. It contains essential information about DCAT Week programs and events, Annual Dinner attendees, a hospitality suite guide, speaker highlights, and much more. Each year the Pocket Guide gets in the hands of thousands of industry professionals from all areas of the PharmaChem industry. It also provides a map to help you navigate through DCAT Week. The Pocket Guide is mailed to industry representatives about two weeks before DCAT Week starts. During DCAT Week a second printing of the Pocket Guide containing the Annual Dinner Seating Directory, is distributed to all attendees at DCAT Week and the Annual Dinner.

## Annual Dinner Seating Directory

The names and companies of Annual Dinner guests will be printed in the Seating Directory of the DCAT Pocket Guide, both under the company's table number and alphabetically. **Only those names received by February 29, 2012 can be published.**

## Advertising in the Pocket Guide

Advertising in the Pocket Guide is available to promote your products and services, invite guests to your company's hospitality event, and make special company announcements. Advertising reservations for the Pocket Guide are handled exclusively through the DCAT office. For more information, please contact **Lauryn Kuna at [lkuna@dcat.org](mailto:lkuna@dcat.org)**.

## Attire

Business attire is recommended for all programs during DCAT Week. **The Annual Dinner** on Thursday night is a black-tie event. Gentlemen should wear tuxedos, and ladies should dress in cocktail or evening attire. If tuxedo rental is needed, please contact Baldwin Formal Wear at 1-212-245-8190.

## Logos

DCAT is happy to provide its member companies with official DCAT Week and Annual Dinner logos electronically for your ads, invitations, websites and more. Please contact **Jillian Mongillo at [jillian@dcat.org](mailto:jillian@dcat.org)**.

# The Waldorf-Astoria & The Waldorf Towers

## The Main Hotel and the Towers

The **Waldorf-Astoria** is actually two hotels in one and managed by the Hilton Hotel Corp. The "main hotel" is the Waldorf-Astoria with its entrance on Park Avenue. Sleeping accommodations in the main hotel are on the 5th to 17th floors as well as the 19th to 27th floors. Those floors consist of 1027 guest rooms and 206 suites.

The **Waldorf Towers** has its own lobby with an entrance on 50th between Park and Lexington Avenues. The "Towers" occupy the 28th to 42nd floors of the hotel, consisting of 62 guest rooms and 121 suites and offer upgraded amenities for guests. You can reach the lobby or the rooms in the Towers by using the Towers elevators that are near the lobby area of the main hotel.

## Sleeping Rooms

DCAT has reserved a block of sleeping rooms at the Waldorf-Astoria in a variety of sizes for your convenience. Special rates apply for DCAT member companies. These rooms are on a first-come, first-served basis. Make your reservations early!

### Special Room Rates for DCAT Week 2012

\$405 Deluxe Queen

\$435 Deluxe King

\$435 Deluxe Double/Double

\$449 Superior King

\*\*\*Room prices are subject to availability\*\*\*

The Waldorf will always provide the best rooms available at the time of check-in to those who reserve within the DCAT room block. Members who use online services (i.e. Orbitz, Hotels.com, etc.) or corporate travel offices cannot take advantage of the DCAT room block.

## Reserving Sleeping Rooms

Sleeping room reservations must be made directly through the **Waldorf-Astoria Reservations Department**. Please do not contact the DCAT office or specific Waldorf employees regarding sleeping room reservations.

To make sleeping room reservations, please call the Waldorf at **1-877-476-8792**. Tell the reservations agent that you are with the DCAT group – code DCA. Reservations can also be made at [www.waldorfnewyork.com](http://www.waldorfnewyork.com). Go to Book Now. Fill in your selected dates, and under the Special Accounts section, use the "Group/Convention Code" box to type in code **DCA**.

Sleeping rooms in the Waldorf Towers are also available. When you call the hotel, please advise Reservations of your request. Rooms in the Towers cannot be reserved through the Waldorf website.

## Business Meeting Suites

Meeting suites at the Waldorf (both in the main hotel and Waldorf Towers) are available for member companies to conduct business meetings during DCAT Week and can **ONLY** be secured by contacting the DCAT office. If you contact the Waldorf directly, they will not be able to reserve a suite for you and will refer you to the DCAT office. These suites also have bedrooms attached so that your company can also utilize it as a sleeping room. They are on the sleeping room floors and available in different sizes, styles and price ranges. Keep in mind that some suites do not have a separate bathroom in the living area for guests. **THERE IS A MINIMUM OF TWO NIGHTS FOR ALL SUITES.**

### Suite Contact

Your company's Suite Contact is the person who will receive all information about your company's business meeting suite(s) at DCAT Week. This includes the Suite Reservation Form and all information regarding reservations and payment. DCAT will send everything to your company's 2011 Suite Contact, unless advised otherwise.

## Reserving a Business Meeting Suite

If your company held a business suite in 2011, your Suite Contact will receive a Renewal Form, after membership dues are received, in October 2011. This form is used to request the same suite for 2012. The Waldorf cannot guarantee that your company will have the same business suite as the previous year, but will do their best to provide a comparable option.

To request a change in suite location or size, or to indicate that a suite will not be needed by your company this year, please contact **Jeanne Motola at 1-800-640-DCAT or [jeanne@dcat.org](mailto:jeanne@dcat.org)**.

**To ensure your reservation, forms should be completed and returned directly to the DCAT office as soon as possible, but prior to November 11, 2011.**

## First-Time Business Meeting Suite Holders

If your company has not previously held a business meeting suite and is interested in one for 2012, please contact **Jeanne Motola at DCAT at 1-800-640-DCAT or [jeanne@dcat.org](mailto:jeanne@dcat.org)**. Before you call, please know the number of people you are looking to accommodate during meetings and the dates for which you will be using your suite. DCAT will do its best to accommodate your request, but all suite reservations are based on availability.

## Meeting Rooms

Meeting rooms (break-out rooms) are available on the 4th and 18th floors of the main hotel. These meeting rooms differ from business meeting suites in that they do not offer sleeping accommodations. Meeting rooms can be arranged by contacting the DCAT office.

## Annual Dinner Hospitality Suites

Hospitality suites are reserved by member companies in order to host guests either prior to or after the DCAT Week Annual Dinner. Hospitality suites are available only to member companies that have purchased a table at the Annual Dinner. These suites are available in a variety of sizes and locations in the Waldorf on a first-come, first-served basis. Open hospitality suites are listed in the DCAT Week Pocket Guide, and all guests are invited to visit the suites. Your company may choose not to list their hospitality event in the Pocket Guide. However, you need to advise DCAT of that prior to the printing of the Pocket Guide (approximately February 1, 2012).

## Reserving a Hospitality Suite

If your company held a hospitality suite in 2011, your Suite Contact will receive a renewal form in September 2011. This form is used to request the same suite for 2012. The Waldorf cannot guarantee that your company will have the same hospitality suite as the previous year, but will do their best to provide a comparable option.

To request a change in suite location or size, or to indicate that a suite will not be needed by your company this year, please contact **Jeanne Motola at 1-800-640-DCAT(3228) or [jeanne@dcat.org](mailto:jeanne@dcat.org)**.

**To ensure your reservation, forms should be completed and returned directly to the DCAT office as soon as possible, but prior to November 11, 2011.**

## Dual Usage

Meeting suites may also be used to host public or private hospitality before or after the Annual Dinner on Thursday night. **NOTE: Your company must purchase a table at the Annual Dinner in order to host hospitality in your meeting suite.**

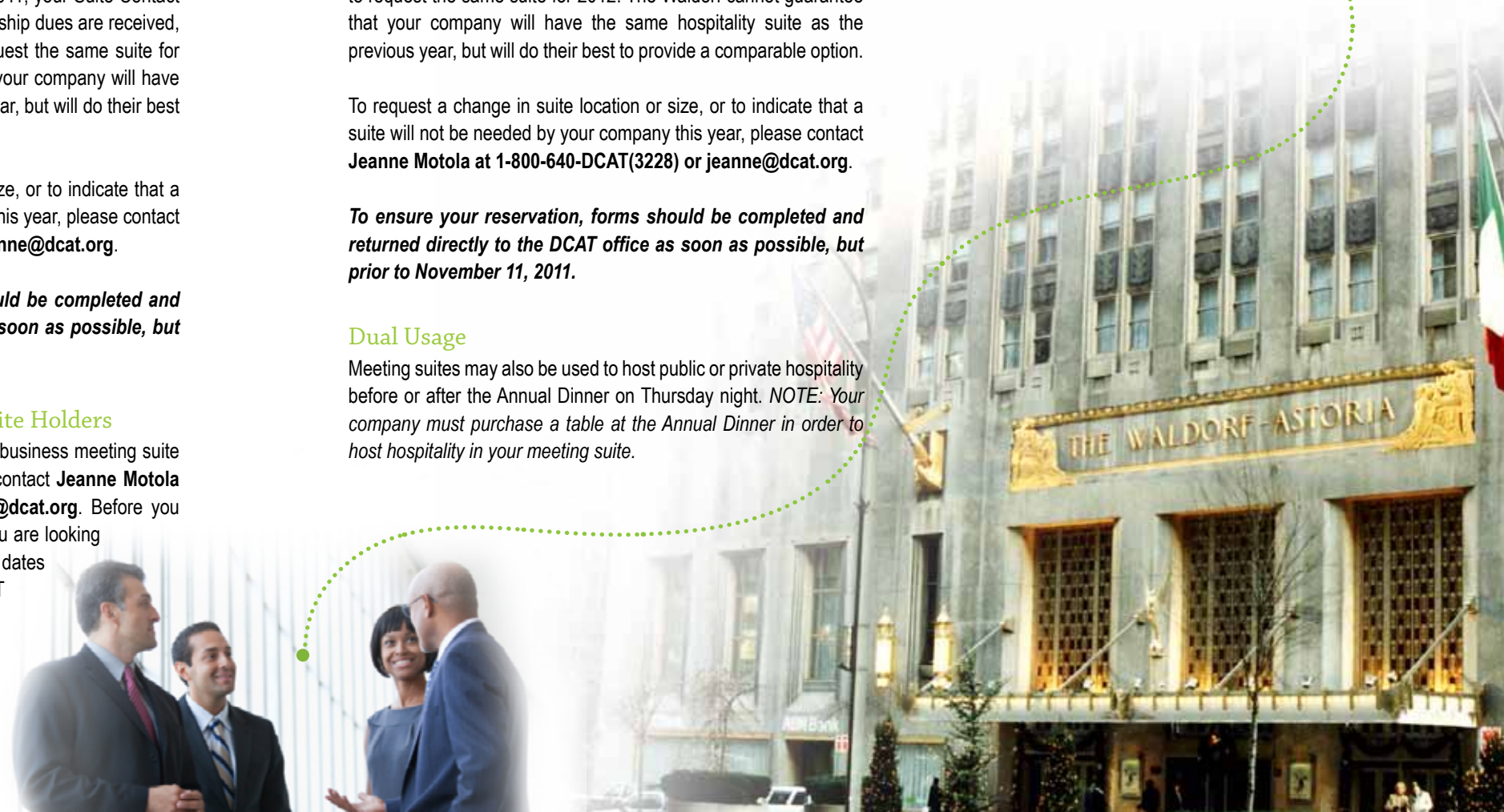
## Check-in

Check-in time is traditionally after 3:00 pm. Arrivals prior to 3:00 pm cannot be guaranteed. Furthermore, the Waldorf does not guarantee the room will be ready at 3:00 pm. If there is a heavy turnover of guests, you may have to wait. Therefore, please do not schedule meetings for that suite prior to 5:00 pm on the day of check-in. If the suite is needed prior to 3:00 pm on the day of check-in, you should reserve the suite for the day before.

## Security Check-In for Business Meeting Suites

For security reasons, only the person whose name is on the reservation of a business meeting suite may check-in and/or receive keys for that suite. If you reserve a suite in another person's name, they must be the one to check-in and pick-up the keys; you cannot pick them up or send another person to do so.

 **THE WALDORF-ASTORIA**  
an Official DCAT Week Hotel



## Additional Services Available at The Waldorf-Astoria

### Telecommunications

Suites and guest rooms in the Waldorf-Astoria have two-line phones equipped with a PC modem/fax jack. The Waldorf offers complimentary wireless internet access in their entire lobby, from Park Avenue to Lexington Avenue, and in all their hotel restaurants. Due to the structure of the building, mesh wire lath and stucco, wireless signals are unable to pass through the walls into the guest rooms and suites.

A wired internet connection is provided in each guest room and suite in the hotel for a fee of \$15.95 per day and \$18.95 for public IP address connection. While this setup is designed to accommodate only one user at a time, the Waldorf can provide multiple connections in any room for an additional charge.

**Important Note:** Do not unplug the phones in your suite. The hotel phones run on a computerized system and if they are unplugged – you must pay to have them reprogrammed at \$125.00 per hour. For any additional questions, please contact **Craig Bertz, Assistant Director of Events, Waldorf Astoria** at [craig.bertz@hilton.com](mailto:craig.bertz@hilton.com).

### Furniture/Housekeeping Requests

Extra furniture cannot be guaranteed unless pre-ordered, additional charges apply. If furniture needs to be removed from your suite, there will be a storage fee. Please notify **Craig Bertz** if you will require furniture in your suite.

### Catering and Room Service

Catering requests can be made as soon as your suite reservation has been finalized. It is recommended that catering orders be placed as far in advance as possible.

Requests for business meeting suites on sleeping room floors can be made by contacting **Hope Vagionis-Woodend, Assistant Director of Hospitality & Events**, at [hope.vagionis@hilton.com](mailto:hope.vagionis@hilton.com).

Requests for meeting rooms on the 3rd, 4th and 18th floors can be placed by contacting **Zena Hawes, Catering Manager**, at [zena.hawes@hilton.com](mailto:zena.hawes@hilton.com).

### Audiovisual

Audiovisual requirements for your meetings can be provided by Presentation Services Audio Visual (PSAV). For more information or to request audiovisual services, call the **PSAV sales office at the Waldorf at 1-212-872-7390**

### Entertainment Arrangements

Hank Lane Music and Productions is recommended by the Waldorf for your musical and entertainment needs. Contact Ian Magid, Musical Contractor of Hank Lane Music and Productions, at 1-212-767-0600, or visit [www.hanklane.com](http://www.hanklane.com).

### Signage

Signage in suites will be permitted upon approval from the hotel. Signs, posters or printed materials may not be pinned, taped or affixed in any way to doors, walls or ceilings in rooms or surrounding areas. Easels, which will accommodate any standard-size signage, are available through your catering contact. For an additional fee, arrangements may be made for a carpenter to install/tear down a banner or a sign on a wall in the room.

### Florist

Floralia Decorators is recommended by the Waldorf for your floral, linen and general décor requirements. Located in the hotel on the ground level, you may contact Floralia Decorators directly at 1-212-759-6910 or visit [www.floraliadecorators.com](http://www.floraliadecorators.com).

### Limousine Service

Limousine service is offered by Capricorn Limousine, located at the transportation desk in the main lobby. Please contact Capricorn in advance for arrangements at 1-212-872-4585.

### Salon

Hair and beauty needs can be met by Kenneth's Salon on the main floor of the hotel. For more information, contact Kenneth's directly at 1-212-872-4570.

### Waldorf Business Center

The Business Center is located on the main lobby level. Services include rental of cellular phones, beepers and all office equipment. The Business Center also offers administrative services such as fax receipt and transmission, copying, producing overhead transparencies and signage, and providing secretarial and translation services and workstations. The Business Center is open Monday to Friday 7 am to 7 pm and Saturday 9 am to 5 pm. The Business Center can be reached at 1-212-872-4950.

### Package Delivery and Storage

Delivery of packages and boxes to and from meeting spaces will be handled by the hotel Package Room attendants. You may also send your packages ahead, and they will be stored in the Package Room. There is a small fee for all package handling. Please note that each box should be labeled with the following information to ensure accurate and timely delivery of items:

#### The Waldorf-Astoria Package Room

120 East 50th St. (between Park and Lexington Avenues)  
New York, NY 10022  
Attn: Contact Name  
Hold for: DCAT Week/Your Company Name  
Name of Meeting Room  
Date and Time Needed

If you need boxes to be delivered to the DCAT Suite at the Waldorf, you must notify DCAT prior to delivery. DCAT takes no responsibility for loss, damaged or mis-marked boxes.



# The InterContinental Hotel

• 111 East 48th Street •

With the continuing success of DCAT Week, we have enlisted the services of the InterContinental Hotel on East 48th Street to provide accommodations for our ever-expanding list of members and guests participating in DCAT Week. At the InterContinental you can find additional sleeping rooms for you and your colleagues, as well as business meeting suites to conduct meetings throughout DCAT Week.

### Sleeping Rooms

DCAT has reserved a block of sleeping rooms at the InterContinental in a variety of sizes for your convenience. Special rates apply for DCAT member companies. **Rooms set aside with a special DCAT rate for DCAT Week fill up fast, so please book early. THERE IS A MINIMUM OF TWO NIGHTS FOR ALL SUITES.**

Those who use online services (i.e. Orbitz, Hotels.com, etc.) or corporate travel offices cannot be moved to rooms within the DCAT block, even if they are members of the organization. Therefore, we urge you to make your reservations via the InterContinental reservation offices.

### Reserving Sleeping Rooms

**Sleeping room reservations must be made directly through the InterContinental Reservations Department.** Please do not contact the DCAT office or specific InterContinental employees regarding sleeping room reservations.

To make sleeping room reservations, please call the InterContinental at **1-800-235-4670**. Tell the reservations agent that the stay is for DCAT Week '12. Use code **BI9** to receive special low rates and the best rooms, or make your reservations at:

<https://resweb.passkey.com/go/DCAT2012>.

### Business Meeting Suites

Suites at the InterContinental, are available for member companies to conduct business meetings during DCAT Week and can only be secured by contacting the DCAT office. These suites have a bedroom attached so that your company can also utilize the sleeping room. Meeting suites are available in different sizes, styles and price ranges. Keep in mind that these suites do not have a separate bathroom in the living area for guests. For availability and pricing, please contact **Jeanne Motola** at [jeanne@dcat.org](mailto:jeanne@dcat.org).

### Check-in

Check-in is traditionally after 3:00 pm. Arrivals prior to 3:00 pm cannot be guaranteed. Furthermore, the InterContinental does not guarantee the room will be ready at 3:00 pm. If there is a heavy turnover of guests, you may have to wait. Therefore, please do not schedule meetings for that suite prior to 5:00 pm on the day of check-in. If the suite is needed prior to 3:00 pm on the day of check-in, you should reserve the suite for the day before.

For security purposes, only the person whose name is on the reservation can check-in and receive keys.



## Additional Services Available at The InterContinental

### Shipping Information

Please label each box with your name, company, and "Hold for DCAT Week". DCAT takes no responsibility for loss, damaged, or mis-marked boxes. The shipping address is The InterContinental Hotel, 111 East 49th St., New York, NY 10017.

### Wireless Internet

Service is available free in the hotel lobby and Barclay Bar & Grill.

### Business Center

This 24-hour center offers a wide variety of business services, including copying, printing, faxing, PC rental and courier services.

### Health & Fitness Center

Features include cardiovascular and circuit training equipment, saunas and steam rooms. Access to the center is complimentary for guests.



# The 86th DCAT Annual Dinner

## Tables at the Annual Dinner

There are two types of locations for tables during the Annual Dinner. *Floor plans of the Grand Ballroom and East and West Foyers are available on the DCAT website at [www.dcat.org](http://www.dcat.org).*

### Grand Ballroom

These tables are located in the main ballroom floor and first and second balconies. Tables in the Grand Ballroom are reserved for the companies that held them the previous year. Any tables that are surrendered by these companies are permanently reassigned to a company on the Grand Ballroom Table Waiting List. There are no individual seats in the Grand Ballroom.

### East and West Foyers

Tables in the East and West Foyers are located on the sides of the Main ballroom. Since these tables do not have a direct line of vision to the stage, the Annual Dinner proceedings are broadcast on large projection monitors in the rooms. Full tables of ten, partial tables or individual seats may be purchased in the East and West Foyers. Only DCAT members may purchase full tables of 10 in the Foyers.

## Dinner Contact

Your company's Dinner Contact is the person who will receive all information about your company's Annual Dinner table(s). This includes access to pay the dinner table(s) invoice online, information about registering guests to your table(s) and name badges for your company's guests. Unless advised otherwise, DCAT will send everything to your company's 2011 Dinner Contact.

## Renewing a Table

If your company held a table(s) at the Annual Dinner in 2011, your Dinner Contact will receive a username and password for our secure online system in October, in order to reserve the same table(s) again for 2012. The Dinner Contact must pay the invoice in order to officially reserve the table(s) by the date indicated on the form. If it is not received by that date, DCAT reserves the right to reassign the table to another member company. Please note that your company's dues must be paid in order to reserve your table.

## First-Time Table Holders

If your company has not previously held a table at the Annual Dinner and would like to request one in the Grand Ballroom, written notification must be submitted to **Diane Packard at [diane@dcat.org](mailto:diane@dcat.org)**. Grand Ballroom tables become available when a company surrenders their currently held table. As the Grand Ballroom is currently full, all requests for Grand Ballroom tables are placed on a waiting list and are granted based on availability. Tables in the East and West Foyers are available for purchase at any time by contacting **Diane Packard at [diane@dcat.org](mailto:diane@dcat.org)**.

## Surrendering a Table

To surrender a table, written notification must be sent to the DCAT office. The notification must come from either the Dinner Contact or DCAT Designated Contact. Office personnel or other company employees may not surrender tables.

## Requesting a Table Change

All requests for additional tables or a different table location must be submitted in writing to **Diane Packard at [diane@dcat.org](mailto:diane@dcat.org)** or indicated on the Table Request Form. Requests for changes will be granted based on availability.

## Registering Guests

Once your dinner table(s) invoice has been paid, online registration is available on the DCAT website for Dinner Contacts to assign guests to company tables. All guest assignments are made via this online system. The Dinner Contact will receive a username and password via email, along with a link to the online system.

Please note that if you want to deliver the Name Badges to your guests in a timely fashion and secure their names in the Annual Dinner seating directory in the DCAT Week Pocket Guide, you need to enter the information online by **February 29, 2012**. Guests may be entered after this date, but their badges must be picked up during DCAT Week at the DCAT Member Lounge (Lex-Side) in the Waldorf Astoria Hotel. Although this may sound convenient, DCAT Week is a busy time and schedule conflicts may prevent you or your company representative from picking up your guests' badges before the Annual Dinner, so please register your guests as soon as possible.

## Name Badges

Name badges for your guests will be printed approximately two weeks before the Annual Dinner. Unless advised otherwise, DCAT will ship the name badges directly to your company's Dinner Contact. Name badges are sent via US mail to companies in NJ, NY, PA, DE and CT, and via FedEx to companies in all other states. To ensure proper receipt, international companies are asked to pick up their name badges in the DCAT Member Lounge (Lex-Side) at the Waldorf during DCAT Week. It is the responsibility of the Dinner Contact to distribute the name badges to all of your company's guests prior to the dinner.

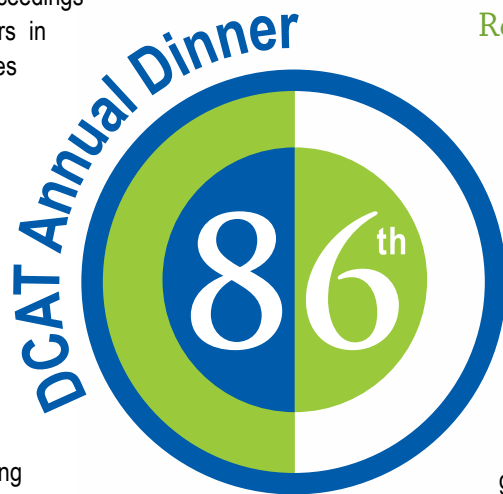
*No guest(s) will be able to gain access to the Annual Dinner without their name badge.* If changes or additions were made to your company's table following the mailing of name badges, the new badges must be picked up in the DCAT suite at the Waldorf during DCAT Week. DCAT requests that **all name badges be picked up prior to 5 pm on Thursday, March 15th in the Marco Polo Lounge.**

## Ordering Beverages for Dinner Tables

Beverages for your table(s) may be ordered prior to the event. Beverage Order Forms for full table holders will be sent via email to your company's Dinner Contact and can be downloaded from the DCAT website ([www.dcat.org](http://www.dcat.org)). You must complete a form for each table your company holds. The form(s) should be completed and returned with credit card payment to Iyeen Picart of the Waldorf Catering Department at [iyeen.picart@hilton.com](mailto:iyeen.picart@hilton.com) prior to the dinner to ensure that your order is received. Forms should **NOT** be returned to the DCAT office. The Waldorf will not receive beverage order forms unless they are sent directly to the hotel. A la carte beverage service will be available during the dinner. Payment for a la carte beverages must be made at time of order, and the waiters will only accept credit card payments.

## Sponsorships of the Annual Dinner

Sponsorship opportunities for the DCAT Annual Dinner are limited and are on a first-come, first-served basis. For more information on sponsorships, please **contact Executive Director, Margaret Timony at [mtimony@dcat.org](mailto:mtimony@dcat.org)**.



# Restaurants

## The Waldorf-Astoria

### Peacock Alley

Located in the heart of the main lobby, Peacock Alley is the perfect setting for a corporate event. The private dining room can host groups of up to 120 people in a unique and relaxing atmosphere. Delicious menus can be customized for your group, and Peacock Alley will even create custom cocktails for your event. For more information on Peacock Alley, please visit [www.peacockalleyrestaurant.com](http://www.peacockalleyrestaurant.com) or call 1-212-872-4895

### Bull and Bear Steakhouse & Bar

One of the most historic and well-recognized bars in New York City can be the location of your company's private event during DCAT Week. Rent out the bar of this distinguished restaurant for your party. Private dining is also available in the Bull and Bear's Captain's Corner with flexible menus and seating arrangements. For more information on the Bull and Bear Steakhouse & Bar, please visit [www.bullandbearsteakhouse.com](http://www.bullandbearsteakhouse.com) or call 1-212-872-4900

### Oscar's Brasserie

Oscar's is open for breakfast and lunch only and can accommodate groups ranging from 10 to 100 people. For more information on Oscar's Brasserie, please visit [www.oscarsbrasserie.com](http://www.oscarsbrasserie.com) or call 1-212-872-4913

## The InterContinental

### Barclay Bar & Grill

The Barclay Bar & Grill provides American and French-influenced Continental cuisine in an informal dining atmosphere under the culinary leadership of Executive Chef Serge Devesa. Open seven days from 7:00 am to 10:30 pm. The BB&G is known for its Natural Power Breakfast Buffet offering local, sustainable and organic food. The Barclay Bar is open through 1:00 am Monday to Sunday, offering a choice of over 100 martinis and cocktails and light menu in a comfortable club-like setting. It is located within the hotel lobby.

# FAQs

## Q: When is my suite form and table payment due?

A: All suite forms must be submitted by Friday, November 11, 2011.  
All table payments must be submitted by Friday, November 18, 2011.

## Q: What is the check-in and check-out time for suites at the Waldorf-Astoria and InterContinental?

A: Check-in is traditionally after 3:00 pm. Arrivals prior to 3:00 pm cannot be guaranteed. Furthermore, the Waldorf does not guarantee the room will be ready at 3:00 pm. If there is a heavy turnover of guests, you may have to wait. Therefore, please do not schedule meetings for that suite prior of 5:00 pm on the day of check-in. If the suite is needed prior to 3:00 pm on the day of check-in, you should reserve the suite for the day before.

## Q: How do I reserve a table for the Annual Dinner?

A: Only DCAT's member companies can request tables in the Grand Ballroom or Foyers. Any seats in the East or West Foyers that are empty six weeks before the dinner may then be sold to non-member companies or individuals for the non-member price. DCAT member companies desiring a table in the Grand Ballroom and the East or West Foyers must send a letter or e-mail to Diane Packard at [diane@dcat.org](mailto:diane@dcat.org), marked "2012 Annual Dinner Table Request".

## Q: When will we receive our badges for the Annual Dinner?

A: Dinner badges are printed and mailed to your company's Dinner Contact. They are sent out approximately two week before DCAT Week.

## Q: Where can I go for last-minute changes to our Annual Dinner table?

A: DCAT staff is available in the DCAT Member Lounge (Lex-Side):  
Monday, March 12: 9 am – 6 pm  
Tuesday, March 13: 8 am – 6 pm  
Wednesday, March 14: 8 am – 6 pm  
Thursday, March 15: 8 am – 5 pm

## Q: In whose name should our suite be reserved and why?

A: Please ensure that the person who will be picking up keys for your suite is listed as the Suite Occupant in the confirmation letter you will receive from the Waldorf staff person. The person listed as the Suite Occupant is the only person who will be able to pick up keys for the suite. If more than one person needs access to the suite and will be asking for a key at the front desk, you will need to add their contact information to the reservation by contacting the Waldorf before arrival.

## Q: Can we get a large table put in our suite in the Waldorf?

A: Furniture in the suites can be added, removed or rearranged to suit your company's needs. Housekeeping needs can be made to best fit your company's meeting schedule. For more information, see the "Furniture/Housekeeping Requests" section of the Event Planner's Guide.

# Who's Who



## DCAT Staff

**Margaret Timony**, *Executive Director*  
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**Jillian Mongillo**, *Project Coordinator*  
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## Waldorf-Astoria Staff

**Craig Bertz**, *Assistant Director of Events*  
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**Zena Hawes**, *Catering Manager*  
E-mail: zena.hawes@hilton.com  
Contact for: Catering for hospitality suites  
located on the 3rd, 4th and 18th floors only

**Hope Vagionis-Woodend**, *Assistant Director of Hospitality & Events*  
E-mail: hope.vagionis@hilton.com  
Contact for: Catering for all hospitality suites  
except those on the 4th and 18th floors

**Iyeen Picart**, *Executive Assistant to the Director of Catering*  
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E-mail: iyeen.picart@hilton.com  
Contact for: Returned Beverage Order Forms  
and beverage inquiries for Annual Dinner

## The InterContinental Staff

**Emily Borg**, *Conference Service Manager*  
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**DCAT**  
**Week '12**  
March 12-15 • NYC

## SAVE THE DATE!

DCAT Week 2013  
March 11-14, 2013  
87th DCAT Annual Dinner  
Thursday, March 14, 2013

**DCAT**  
DRUG, CHEMICAL & ASSOCIATED TECHNOLOGIES  
ASSOCIATION

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