



AZTC Phoenix Lunch and Learn Event Series FAQs

Interested in networking with Arizona Technology Council members and other business professionals over lunch? Attend one of our Lunch and Learn events! The Arizona Technology Council's Lunch and Learn event series is designed to educate on the topics and matters that are of the most concern to our members. Held every Tuesday, Lunch and Learn makes networking during the workday even easier, provides relevant educational or business topics, and smarter business practices to improve various aspects of your business. AZTC Lunch and Learns are typically held at [Galvanize](#) in Phoenix's Warehouse District. Not a typical event venue, Galvanize is home to an eclectic mix of entrepreneurs, skilled programmers, expert data scientists, and people motivated to make an impact. Availability of each event space varies based on location in building and use by our students/members. A list of additional venues can be made available upon request.

How do I start the process to host a Lunch and Learn event?

The first step is to contact marketing@aztechcouncil.org to lock in an upcoming Tuesday on our Lunch and Learn calendar. Once date is confirmed, you will complete and submit this [Lunch and Learn form](#), which outlines all the information we will need. The sooner we get this information, the sooner we can post the event online and start promoting it via email campaigns and social media.

Are there any stipulations regarding topics or content?

The topic is entirely up to you. The most important aspect of your presentation? It has to be educational. Not only that, it has to be useful. Your audience should walk away feeling like they can effectively use the information you've given them. Don't make the event one giant sales pitch. That gets old fast. Instead, offer up some experience, insight, best practices, or industry trends that others can learn from. As always, members are responsible for preparing their own presentation and content.

Who is responsible for booking the venue and catering?

For Platinum and Premier Sponsors who wish to host a Lunch and Learn event, AZTC will secure a venue for you and provide lunch. For Visionary Sponsors, AZTC will secure a venue and comp the \$250 reservation fee. Visionary Sponsors are responsible for arranging and paying for catering for attendees.

For other membership levels not noted above: If you choose not to use Galvanize, you are responsible for booking the venue and handling the catering for your Lunch and Learn event. If you decide to host your Lunch and Learn event at Galvanize, please contact Galvanize staff noted directly below and be sure to mention that it is an Arizona Technology Council Lunch and Learn event, otherwise you will be charged for the event space. Please coordinate food and beverage delivery with Krissy Emanuele, general manager at The Larry/Conceptually Social Catering as noted below.

Chelsea Gabayan, Events Manager: chelsea.gabayan@galvanize.com or 602.362.2670

Krissy Emanuele: krissy@conceptuallysocial.com or 602.432.0752

Catering Menus:

[Italian Themed Food](#) | [Light Bites](#) | [Mexican Themed Food](#) | [Sandwiches & Wraps](#)

Do I have to use Galvanize?

No, you do not have to use Galvanize. You are welcome to host a Lunch and Learn event at the venue of your choice or at your place of business. A list of additional venues can be made available upon request. Please keep in mind that not all venues may accommodate your specific needs and A/V equipment. You are encouraged to communicate directly with the venue on any specific needs.

How is the event marketed?

AZTC will market your Lunch and Learn event through the normal channels of promotion (email campaign, social media, AZTC's website).

What if I need to cancel my Lunch and Learn?

Not a problem...AZTC will cancel the event and refund registrants. If you already paid the non-refundable \$250 host fee, we will gladly work with you to reschedule and promote your Lunch and Learn.

If I book my Lunch and Learn at Galvanize, can I use outside catering?

No, Galvanize has catering restrictions. Partnering with some of the best catering groups in the Phoenix area, Galvanize utilizes preferred caterers who are reliable, have worked many events on its campus and offer great deals to Lunch and Learn hosts. A list of these preferred caterers is supplied on request. Please coordinate food and beverage delivery with your Galvanize contact.

What equipment and supplies does Galvanize provide?

Galvanize provides access to a variety of tables, chairs and A/V equipment. Please let Galvanize know what your specific needs will be. Any additional event requests outside of what they have in house will need to be ordered from Galvanize's preferred vendors. Galvanize is happy to print out signage to help direct your guests to your event. Please let them know any specific informational signage needs you may have, including logos and language. Galvanize's team of event coordinators will ensure your signage is ready for you prior to your event start time.

What is Galvanize's clean-up policy?

At the end of your Lunch and Learn event, you are expected to check in with the Galvanize event staff to ensure the space has been properly cleaned. While Galvanize provides basic janitorial, they expect the event space to be in a clean condition when you leave. Follow these guidelines when cleaning up:

- Ensure that your guests use the appropriate bins for the disposal of compostables, recyclables and landfill waste.
- Remove all of your decorations and supplies.
- Wipe down the counters where food was served.
- You are welcome to leave any leftover food and beverage from your Lunch and Learn event, but please check with your Galvanize contact before leaving anything.

Where is Galvanize?

- Galvanize is located at 515 East Grant Street, Phoenix AZ 85004
- DRIVING: at the intersection of 5th Street and Grant Street in Phoenix's Warehouse District.
- RAIL TRANSIT: Galvanize is a five-minute walk from the Chase Stadium Valley Metro LightRail Stop.
- PARKING: Galvanize has extremely limited parking in its parking lot and along Grant Street. For large events, we strongly encourage attendees to take public transportation, carpool or utilize ridesharing services.
- ENTRY: Guests should enter at the (515 E Grant St.) entry doors. A Galvanize Event Coordinator or Community Coordinator will check everyone in at the entrance and help direct guests to your event. Every person that enters our building must be check in at the front desk.

For any additional questions, please contact Jill Brownley, Marketing + Communications Director, at jbrownley@aztechcouncil.org or 602.422.9461.