



2019 AZTC Phoenix Lunch & Learn Event Series

Arizona Technology Council's Lunch & Learn (L&L) series is designed to educate on the topics, strategies, business practices and challenges that are of the most concern to its members. L&Ls are typically held at [Galvanize](#) in Phoenix's Warehouse District. Not a typical event venue, Galvanize is home to an eclectic mix of entrepreneurs, programmers, data scientists and professionals motivated to make an impact.

Booking + hosting a L&L event

Only AZTC members in good standing are permitted to host a L&L event. The \$250 L&L reservation fee is to be submitted to the AZTC at the time the L&L is booked and confirmed. The reservation fee is waived for Premier, Platinum and Visionary Sponsors. AZTC reserves the right to cancel an event for any reason, including failure to submit payment of the reservation fee, failure to provide topic/content/logo in a timely manner, failure to follow the guidelines outlined in this overview, or low registration.

2019 L&L availability

All 2019 L&L dates have been booked and confirmed. Contact marketing@aztechcouncil.org for more information on the changes to the upcoming 2020 L&L program.

Stipulations regarding topics and content

A direct tie to Arizona's technology sector is the most important aspect of your presentation. Presentations should be educational and 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. Instead, offer up some experience, insight, best practices or industry trends. Members are responsible for preparing their own presentation and content. AZTC reserves the right to make changes to the topic and content submitted.

Booking the venue and catering

For Platinum and Premier Sponsors, AZTC will secure the venue and cover lunch. For Visionary Sponsors, AZTC will secure the venue space and comp the \$250 reservation fee. Visionary Sponsors are responsible for arranging and paying for catering for L&L events.

NOTE: AZTC members who are not Platinum, Premier or Visionary sponsors are expected to book and secure their own venue space, as well as handle the catering for your L&L event.

The \$250 L&L reservation fee is due to AZTC at the time your L&L is booked and confirmed. If you choose to use Galvanize, you are responsible for booking the venue and handling the catering for your L&L event. To take advantage of Galvanize's special venue rate of \$300 for AZTC members, contact Galvanize Event Manager Chelsea Gabayan directly to book the venue space and be sure to mention that it is an AZTC L&L event, otherwise you will be charged \$1,000 for the event space. You are encouraged to communicate directly with the venue on any specific A/V needs. 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](#)

Frequently Asked Questions

Do I have to use Galvanize?

No, you do not have to use Galvanize. You are welcome to host a L&L 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.

How is the event marketed?

AZTC will create graphics and market your L&L event through the normal channels of promotion (email campaigns, social media, AZTC's website). Members are expected to promote their L&L event to help drive attendance.

How is the registration for L&L events handled?

AZTC manages the event's registration. Do not set up a separate event registration (i.e. EventBrite). AZTC will create a promo code for you to invite attendees who aren't AZTC members...any non-members can register/attend for free. For the day of the event, AZTC will create name tags for all registrants and have AZTC staff onsite to greet attendees and introduce the speaker(s).

What if I need to cancel my L&L event?

Not a problem...AZTC will cancel the event, communicate to the registrants and make any refunds. If you already paid the non-refundable \$250 host fee, AZTC will work with you to reschedule.

If I book my L&L at Galvanize, can I use outside catering?

No, Galvanize has catering restrictions. Please coordinate food and beverage with Krissy Emanuele: krissy@conceptuallysocial.com or 602.432.0752

What equipment and supplies does Galvanize provide?

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

What is Galvanize's clean-up policy?

While Galvanize provides basic janitorial, it is expected that the event space is in a fairly neat condition when you leave. Remove any decorations and supplies.

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 checked in at the front desk.

Who do I contact for additional questions?

For any additional questions, please contact marketing@aztechcouncil.org.