



73rd Annual IEEE IAS
PCIC Conference

September 21-24, 2026
Philadelphia Downtown
Marriott

For more information

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to follow us on LinkedIn*



March 19, 2026

On behalf of the Philadelphia Local Conference Committee and the city of Philadelphia, I would like to extend a warm and open invitation to attend the 73rd annual PCIC technical conference at the Philadelphia Downtown Marriott at 1201 Market Street, September 21-24, 2026.

This letter and its attachments are being sent to you because you are a valued and important piece of the PCIC experience. Your contributions help make this conference a tremendous event for our attendees whether you are a financial sponsor, sending attendees, hosting a hospitality event, or entertaining in your suite.

The Local Committee also appreciates your insights provided over the years as we strive to make your engagement with the PCIC a wonderful experience not only for our attendees, but for you and your respective companies in networking and showing appreciation to your valued clients.

We are presenting this information to you to consolidate all the available information regarding the hotel, logistics, hospitality, and other means of contributing.

In closing, your continued support of PCIC both as an attendee and contributor is greatly appreciated. We look forward to seeing you in Philadelphia!

Thank you,

Rich Holub

Richard A. Holub, IEEE Senior Member
PCIC 2026 Local Conference Committee Chair



Key Contacts

Local Committee Sponsorship & Vendor Hospitality

Chair – Nehad El-Sherif
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Vice Chair – Lilly Fontenot
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Secretary - Keith Lyles
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Hotel Logistics Contact

All shipping and receiving through the hotel are handled by FedEx. Please refer to the attached FedEx Marriott Shipping Instructions document for information.



Sponsorship Recognition Levels

To recognize those who sponsor the conference by hosting a social event or hospitality suite at the conference hotel, and/or providing financial support, a tiered sponsorship program has been developed:

Level	Benefits	Amount
Bronze	<ul style="list-style-type: none"> • Recognition on the PCIC Social Calendar • Recognition at the Wednesday luncheon 	Less than \$1,500
Silver	<ul style="list-style-type: none"> • Bronze level benefits • Company sign displayed at sponsored event(s) 	\$1,500 to \$3,499
Gold	<ul style="list-style-type: none"> • Silver-level benefits • Recognition on PCIC conference Website and LinkedIn page 	\$3,500 to \$6,499
Platinum	<ul style="list-style-type: none"> • Gold-level benefits • Greeters at sponsored events 	\$6,500 to \$13,999
Diamond	<ul style="list-style-type: none"> • Platinum-level benefits • Priority on hospitality suites, meeting rooms, and sponsorship opportunities at future conferences 	\$14,000 or more

- a) The above levels include the total vendor expenditure on hospitality suites (minus F&B) and eligible monetary and in-kind sponsorship
- b) If two vendors have the same request, preference will be given to the vendor with the higher sponsorship amount
- c) Hospitality Suite and Meeting Room Fees will be considered monetary sponsorship and will count towards sponsorship recognition level
- d) Vendors hosting large social events without company marketing or promotional material will receive a \$14,000 credit toward sponsorship recognition level, qualifying them to Diamond Sponsorship level



Hospitality Spaces

- a) Reservation requests **MUST be made via the below Google Forms**, as timestamps on the forms ensure all requests are fairly reviewed, and all required contact information has been provided. Once assignments have been verified, confirmation and invoices as appropriate will be sent to the responsible party listed on the request form. All questions should be directed to the Local Committee Sponsorship & Vendor Hospitality team listed above.
- b) Hospitality Space Requests: [PCIC 2026 Philadelphia Vendor Hospitality Room Requests - Google Forms](#)
- c) Sponsorship Requests: [PCIC 2026 Philadelphia Sponsorship Requests - Google Forms](#)
- d) Hospitality is an opportunity to meet with conference attendees, allowing you to build relationships and showcase your products and abilities. This year hospitality can be conducted in either meeting room space or a hotel suite. These spaces will be available through the PCIC committee for a cost. To attract attendees, some vendors opt to offer attention-grabbing items such as marketing materials, live music, caricature artists, photo booths, etc.
- e) A 'large social event' is one where all PCIC attendees are invited to socialize, eat and drink, at which sales marketing is not allowed. However, a sign stating who sponsored the event will be displayed and registered company representatives are allowed to attend and mingle with the crowd.
- f) All Hospitality Meeting Rooms and Hotel Suites must be assigned by the Local Committee Sponsorship and Vendor Hospitality team. Payment for spaces listed on the attached "**Hospitality Space Pricing**" chart will be made to PCIC based on invoices from the Local Committee.



(Hospitality Spaces cont)

- i) The hotel has (2) Presidential suites and (2) Vice Presidential suites available for use as hospitality spaces. Requests for these suites will be via the hospitality request form; these suites will be assigned and invoiced by the Local Committee. Each of these suites includes one sleeping room and has a connecting door to a second sleeping room; those reserving any of these Suites will be required to reserve the second sleeping room in addition to the Suite. This requirement is included in the Suite pricing provided.
- ii) There are (2) Governor's Suites and (15) Marquis Suites available at the hotel. Requests for these suites will be via the hospitality request form; these suites will be assigned by the Local Committee. Once assigned, they can then be reserved through the hotel.
- iii) Pictures of the suites and their layouts are in the Hospitality Suites & Events Package attachment.
- iv) Various meeting rooms will be available on the 3rd, 4th and 5th floors.
- v) Refer to the attached "**Hospitality Space Pricing**" chart for square footage, available nights and rates. These will be assigned and invoiced by the Local Committee.
- vi) Food and beverage for hospitality and events must be provided by the hotel at standard hotel catering rates. Vendors must contact the hotel directly to be assigned an event manager.
 - i. Hotel Contact : Barbara Bruck Barbara.Bruck@marriott.com

Notes about the Meeting Rooms for Hospitality

- a) Meeting room setup start time is noon, and all vendor items have to be removed by 9am the following morning.
- a) If a meeting room is reserved for multiple nights, they must be consecutive nights.
- b) Large social events may have the rental costs reduced or eliminated based on historical sponsorship and participation.
- c) Taxes are included in the pricing provided.



Exclusive Sponsor and Co-sponsor Levels for PCIC Events

Breakfasts	Exclusive Sponsor	Co-sponsor
Monday – First Time Attendee Orientation Breakfast	\$3,500	\$2,500
Monday – Attendee Breakfast	\$7,000	\$5,000
Tuesday – Attendee Breakfast	\$7,000	\$5,000
Tuesday – Women Professionals Breakfast	\$3,500	\$2,500
Wednesday – Attendee Breakfast	\$7,000	\$5,000
Thursday – Tutorial Attendee Breakfast	\$3,500	\$2,500
Lunches	Exclusive Sponsor	Co-sponsor
Tuesday – Attendee Grab & Go Lunch	\$7,000	\$5,000
Tuesday – Emeritus Lunch	\$2,500	-
Tuesday – EDS Lunch	\$2,500	-
Tuesday – Paper’s Selection Grab & Go Lunch	\$2,500	-
Thursday – Tutorial Attendee Grab & Go Lunch	\$3,500	\$2,500
Technical Sessions - Coffee Breaks	Exclusive Sponsor	Co-sponsor
Monday – Morning	\$3,000	\$2,000
Monday – Afternoon	\$3,000	\$2,000
Tuesday – Morning	\$3,000	\$2,000
Wednesday – Morning	\$3,000	\$2,000
Wednesday – Afternoon	\$3,000	\$2,000
Thursday – Tutorial Morning	\$2,000	\$1,500
Thursday – Tutorial Afternoon	\$2,000	\$1,500
Guest Hospitality Refreshments	Exclusive Sponsor	Co-sponsor
Monday – Morning	\$1,400	\$1,000
Monday – Afternoon	\$1,400	\$1,000
Tuesday – Morning	\$1,400	\$1,000
Tuesday – Afternoon	\$1,400	\$1,000
Wednesday – Morning	\$1,400	\$1,000
Wednesday – Afternoon	\$1,400	\$1,000

- a) Events highlighted in yellow are offered to longtime supporters first but may become available to additional sponsors.
- b) Vendors who have previously contributed get first choice.
- c) Hospitality Suite and Meeting Room Costs will be considered monetary sponsorship and will count toward sponsorship recognition level.



In-kind Sponsorship Examples

Attendee Amenities
Metallic Logo Cups
Check-in Gift Bags
Coffee Mugs
Water Bottles
Attendee Tote Bags
Chocolate Bars
Guest Amenities
Guest Tote Bags
Guest Gift Bags
Guest Spa Day Sponsorship
Guest Tour Lunch Sponsor
Guest Cookbooks
Guest Tour Bus Refreshments
Guest Coffee Mugs
Guest Water Bottles

- a) Vendors who have previously contributed get first choice.
- b) In kind item with company logos are considered marketing material and will not be counted in calculating the vendor’s sponsorship recognition level, unless the PCIC local conference logo is shown on the items. Receipts must be provided to count the total cost items in calculating the vendor’s sponsorship recognition level
- c) In-kind items not included in the above list are welcome.
- d) In-kind items with the PCIC conference logo may require additional time consideration for ordering.



Vendor Etiquette

- a) Conference attendees work hard during the day, but after the technical sessions conclude, there's time to unwind, reconnect with old friends, and network through after-hours socializing. PCIC Social Events are open at no additional charge to all attendees that have registered for the full Conference along with their guests.
- b) Make sure to check your Social Calendar and the Conference App for updated information.
- c) If you are hosting an event or a hospitality suite, please review the PCIC Rules for Vendor Etiquette.
- d) Scope
The purpose of these rules is to maintain the PCIC at a high professional level. Vendor participation is encouraged and welcomed to emphasize the technical and professional aspects of the PCIC Conference. Conduct shall be in accordance with the following to prevent any conflicts with the PCIC Conference program.
- e) Pre-Conference Advertising
 - i) Vendors are encouraged to send email invitations to potential PCIC Conference attendees for vendor-sponsored functions such as dinners, receptions and hospitality suites, provided these functions meet the requirements of this section and such email notifications do not include advertising of products and services within the same notification.
 - ii) Vendors are permitted to send email notifications of tutorials and technical papers the vendor is participating in, provided such email notifications do not include advertising of products and services within the same notification. The email notification should also include information about the PCIC Conference, including the PCIC Conference logo, dates and location, and shall include the title, paper number and full list of authors as indicated in the PCIC Conference technical program.



(Vendor Etiquette cont.)

- f) Hospitality Rooms
 - i) Vendor hospitality rooms are allowed and are a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individual basis.
 - ii) All vendor personnel participating in the vendor's hospitality room(s) shall be registered as attendees of the PCIC Conference.
 - iii) The principal member responsible for the vendor's hospitality room(s) shall be a member of IEEE in good standing and a member of the Industry Applications Society (IAS) of which the PCIC is a Committee.
 - iv) Vendors shall not receive guests to hospitality rooms during official PCIC Conference program hours, including the time set aside for PCIC events such as technical meetings, subcommittee meetings, banquets, luncheons, social functions, or like affairs.
 - v) At least one-half hour before official PCIC Conference affairs, vendors shall close their hospitality room(s) to guests, including those already present. The room(s) shall not reopen until such PCIC Conference affairs are officially closed.
 - vi) An attempt shall be made to close all hospitality room(s) by a reasonable hour so as not to interfere with the following day's program.
 - vii) To provide a more pleasing and professional appearance, hospitality room identification will be listed by the Local Conference Committee in the Registration area. An identifying sign will be provided by the Local Conference Committee for use at the hospitality room location. All signs are to be returned to the Local Conference Committee at the end of the PCIC Conference.
 - viii) Literature and products for demonstration and discussion on a personal and individual-oriented basis in hospitality rooms must be consistent with the technical communication objectives of the PCIC Conference.



(Vendor Etiquette cont.)

- i) All vendors that are to have hospitality rooms open to general attendance shall give prior notification to the Local Conference Committee as suite assignments within the PCIC Conference hotel is to be managed by the Local Conference Committee.
- ix) All vendors that are to have hospitality rooms open to general attendance shall have a representative attend the Pre-Conference Vendor Meeting.
- g) Vendor Off-Site Entertainment
 - i) Vendor luncheons, social functions, and other vendor coordinated activities shall not conflict with the times allotted to the official Conference program, and official PCIC Conference luncheons, banquets, and social functions.
 - ii) The PCIC Conference officially runs from Monday at 7:00 a.m. to Thursday at 5:00 p.m. At no time between Monday 7:00 a.m. through Wednesday 5:00 p.m. shall any company (including subsidiaries) take more than 25 registrants (not including guests, PCIC Emeritus, visiting dignitaries, or host company personnel) away from the PCIC Conference hotel for any purpose.
- h) Commercial Advertising and Conduct
 - i) No commercial displays, including signs, posters, banners, etc. shall be displayed on common Conference premises.
 - ii) Group oriented displays of commercial equipment or product presentations will not be allowed outside vendor hospitality rooms.
 - iii) Commercial products shall be confined to hospitality rooms in order to emphasize the official technical nature of the Conference.
 - iv) Commercial literature shall be distributed only in hospitality rooms.
 - v) Commercial/promotional literature shall not be included in Conference attendee registration packets. Logos and names of contributing companies are permitted as approved by the Conference Chair.



(Vendor Etiquette cont.)

- i) Delivery of Flyers to Hotel Rooms
 - i) Distribution of material to PCIC attendees' hotel rooms will be done only by the hotel staff.
 - ii) The Local Conference Committee is tasked to administer this activity based on the Local Committee guide.
- j) Non-Compliance Penalty
 - i) Vendors who violate the requirements of this section may be subject to one or more of the following penalties, to be decided by the PCIC Advisory & Awards (A&A) Subcommittee:
 - ii) Vendor removed from consideration for future Conference hospitality rooms.
 - iii) Vendor removed from consideration for future Conference contribution role.
 - iv) Vendor authors removed from consideration for future technical paper selection.



Shipping Logistics

- a) All shipping and receiving through the hotel are handled by FedEx.
- b) FedEx shipping and receiving instructions are in the attachment.
- c) The loading dock is on the basement level of the hotel. The truck entrance is on 13th Street between Filbert St and Market St.
- d) There is no temporary storage available at the receiving dock, any shipment left on the dock will be received by FedEx and retrieval can be managed through their office in the lobby.
- e) From the dock, there is a freight elevator that accesses all meeting rooms. Elevator and dock spaces are on a first-come first served basis.
- f) NOTE: the PCIC Conference Local Committee has no control over shipping prices and/or delivery costs to or from the shipping dock.

Attachments

These documents are provided as separate attachments to the email.

- Hospitality Space Pricing Chart
- PCIC 2026 Meeting Space Diagram
- Suite Floor Plans – Pictures
- FedEx Marriott Shipping Instructions