



24<sup>th</sup> Sphere 1 Annual Conference  
May 3 – 5, 2023

**Preferred Supplier Schedule of Events**

**Tuesday, May 2, 2023**

- Registration Desk 11:00am – 6:00pm
- *Please note there will be no golf tournament this year*

**Wednesday, May 3, 2023**

- Lunch (all attendees): 12:00am – 1:00pm
- Women’s Executive Group Event (women only): 1:00pm-2:30pm
- Supplier Meeting (*Suppliers only*): 4:30pm – 6:00pm
- Cocktail Reception (*all attendees*): 6:00pm – 7:00pm
- Awards Dinner (*all attendees*): 7:00pm – 9:30pm

**Thursday, May 4, 2023**

- Breakfast (*all attendees*): 6:30am – 8:30am
- Member & Supplier TableTop Sessions: 9:25am – 2:50pm
- *The ballroom will be available for you to schedule meetings on your own: 3:00pm – 5:00pm*
- Cocktail Reception Mixer (*all attendees*): 5:00pm - 7:00pm

**Friday, May 5, 2023**

- Breakfast (*all attendees*): 6:00am – 8:00am
- Member & Preferred Supplier Tabletop Sessions: 8:15am – 1:00pm
- Event Concludes: 1:00pm
- *The ballroom will be available for you to schedule meetings on your own until 3:00pm*

**\* Note - Company meetings and hospitality gatherings should not conflict with Sphere 1 events.**

**Recommended Airport Travel Times**

- Please arrive on Wednesday, May 3, 2023, or earlier  
(Please note the Supplier Meeting this year is on Wednesday at 4:30pm)
- Depart on Friday, May 5, 2023, after 3:00pm

**Sphere 1 Registration & Information Desk**

- Tuesday, May 2<sup>nd</sup> 11:00am - 6:00pm
- Wednesday, May 3<sup>rd</sup> 6:00am – 6:00pm
- Thursday, May 4<sup>th</sup> 7:00am - 3:30pm
- Friday, May 5<sup>th</sup> 7:00am - 1:00pm
- *Name badges will be available upon arrival at the Sphere 1 Registration desk – Reg 1 JW Grand*

**Meeting & Conference Attire**

- Meetings: Business casual
- Awards Dinner: Evening attire - Coat & Tie optional
- Cocktail Mixer: Resort casual



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## Hotel & Transportation Information

### Hotel

#### [JW Marriott Indianapolis](#)

10 S West Street  
Indianapolis, IN 46204  
317-860-5800

### Room Rates

- Group room rate: \$259.00 per night, plus tax
- [Click here to book online](#), or call room reservations directly at 866-704-6162, and identify yourself as a Sphere 1 attendee.
- Cut-off date: **April 4, 2023** – Rates may increase, and room availability may be limited after deadline.

**Make your hotel reservations TODAY!**

### Airport

- Airport: Indianapolis International Airport
- Airport Phone: 317-486-5684
- Hotel direction: 12 miles

### Transportation

- **Taxi:** Estimated fare: \$40 one way
- The hotel does not provide shuttle service, transportation is on your own.

### Parking

- Self-parking: \$50.00 daily
- Valet parking: \$55.00 daily