



**Gartner**  
Master Data Management  
Summit 2008

## CONFIRMATION PACKAGE

Dear Attendee:

Thank you for registering for the **Gartner Master Data Management Summit, November 17-19, 2008** at the **Sheraton Chicago Hotel & Towers in Chicago, IL.**

To assist you in preparing for the conference, enclosed you will find detailed information regarding the following topics:

- General Conference Information
- Agenda Builder
- Gartner Analyst One-on-One Appointments
- Online Documentation Access

Please log onto [Gartner.com/us/mdm](http://Gartner.com/us/mdm) to view the latest agenda, conference updates, schedule Analyst One-on-One Appointments and/or Face-to-Face Meetings.

If your conference registration is not paid in full, payment is due prior to the start of the conference by company check, credit card or Gartner Conference Ticket. Please note: If your conference registration is paid in full by **Friday, October 31, 2008**, you will receive access to pre-event conference documentation via email.

If you have any questions, comments and/or concerns regarding the Gartner Master Data Management Summit please contact our Registration Team at 1 866 405 2511 (US and Canada), +1 650 226 0825 (International) or send an email to [us.registration@gartner.com](mailto:us.registration@gartner.com) and we'll be happy to assist you.

Sincerely,

The Gartner Worldwide Events Team

## GENERAL CONFERENCE INFORMATION

### TIME:

Registration will begin in the **Sheraton Ballroom Promenade** of the **Sheraton Chicago Hotel & Towers** on Monday, November 17, 2008 at 10:00 a.m., with Opening Remarks at 11:00 a.m. The conference will adjourn Wednesday, November 19 at 5:00 p.m.

### DOCUMENTATION:

On-site you will receive a documentation key and online documentation access instructions (included in your conference materials) which will grant you access to conference documentation via the Web. Please note that paper documentation will not be available on-site. There are limited printing facilities at the **Sheraton Chicago Hotel & Towers**; please contact the hotel directly for business center pricing information +1 312 464 1000.

### PRE-EVENT DOCUMENTATION ACCESS:

Full payment received by **5:00 p.m. Friday, October 31** will allow you pre-event access to any conference documentation available at that time. The conference documentation key along with online documentation access instructions will be distributed via email, approximately 14 business days prior to the event.

### HOTEL CONTACT INFORMATION:

Sheraton Chicago Hotel & Towers  
301 East North Water Street  
Chicago, Illinois 60611 USA  
Phone: +1 312 464 1000  
Fax: +1 312 464 9140  
Website: <http://www.sheratonchicago.com>

### RESERVATIONS:

As an attendee you are responsible for booking your own hotel reservations. You may do so by contacting the **Sheraton Chicago Hotel & Towers** directly at +1 877 242 2558. Please specify that you are attending the Gartner Master Data Management Summit to receive the special nightly group rate of \$215.00 (plus tax). The deadline to receive this special rate has passed, however the Sheraton Chicago has held a number of rooms for last minute reservations. If you have not done so, please make your reservations as soon as possible. . Check-in time at the Sheraton Chicago Hotel & Towers is 3:00 p.m.; check-out is at 12:00 p.m.

### AIRPORTS:

#### O'Hare International Airport (ORD)

- O'Hare International Airport (ORD) is located approximately 20 minutes away from the Sheraton Chicago Hotel & Towers. Taxi service is available for approximately \$35-\$40 USD one-way.
- Airport Shuttle Express service is available to and from the Sheraton Chicago Hotel & Towers. The shuttle service from O'Hare International Airport for the downtown hotels departs every 10 to 15 minutes throughout the day. To O'Hare International Airport, the shuttle departs the hotel every half hour at: 25 and: 55 past the hour between 4:55 a.m. and 7:25 p.m. Shuttle is approximately \$25 one-way; \$46 round trip.
- Blue Line Train: 24-hour service; cost is \$2.00 one-way per person; travel time to downtown is 40 minutes; exit train at LAKE/CLARK. The hotel is approximately a \$5.00 taxi ride from the train station.

### Midway Airport (MDW)

- Midway Airport (MDW) is located approximately 10 miles from the Sheraton Chicago Hotel & Towers. Taxi service is available for approximately \$25-\$30 USD one-way.
- Airport Shuttle Express service is available to and from the Sheraton Chicago Hotel & Towers. The shuttle service from Midway Airport for the downtown hotels departs every 20 minutes throughout the day. To Midway Airport, the shuttle departs the hotel every half hour at: 05 and: 35 past the hour between 5:35 a.m. and 7:35 p.m. Cost is approximately \$20 one-way; \$36 round trip.
- Orange Line Train: Hours are 5:15 a.m. to 11:30 p.m.; cost is \$1.75 one-way per person; travel time to downtown is 25 minutes; exit train at LAKE/CLARK. The hotel is approximately a \$5.00 taxi ride from the train station.

### **HOTEL PARKING:**

- Self-parking for hotel guests is available at the Sheraton Chicago Hotel & Towers for \$34 USD per day. In and out privileges are not available.
- Valet parking for hotel guests is available at the Sheraton Chicago Hotel & Towers for \$42 USD per day. In and out privileges are not available.

### **AREA ATTRACTION INFORMATION:**

The Sheraton Chicago Hotel & Towers is located in the heart of downtown Chicago. Below are some of the area's most visited attractions.

[Sears Tower Skydeck](#)

[Navy Pier](#)

[Museum of Contemporary Art](#)

[Art Institute of Chicago](#)

[Frank Lloyd Wright Home and Studio](#)

[Museum of Science and Industry](#)

### **EXPENSES:**

All conference costs including transportation, lodging and extra meals are at each participant's expense. Gartner will provide for certain services such as select meals, refreshments and entertainment. The Sheraton Chicago Hotel & Towers accepts all major credit cards. An ATM is also located in the hotel lobby for your convenience.

### **NON-SMOKING POLICY:**

Gartner, along with the Sheraton Chicago Hotel & Towers maintains a non-smoking policy for all meeting rooms and meal functions. We thank you in advance for your cooperation.

**CANCELLATIONS AND SUBSTITUTION POLICY:**

Registrations may be refunded or a ticket re-activated, if the cancellation is made in writing up to 15 business days prior to the start of the event. Cancellations received within 15 business days of an event or non-attendance will not be refunded and/or the ticket will be kept. Substitution of registrations may be made at any time up to the start of the conference. Sharing of attendee passes is not permitted.

This conference is sponsored by Gartner which reserves the right, at its sole discretion, to limit or deny access to the conference to any entity or individual. Gartner's receipt of an application and/or payment does not constitute acceptance. Applications and payments that are not accepted will be returned.

**ATTIRE:**

While many attendees choose to wear business attire to conference sessions, business casual attire is equally appropriate. We suggest that you bring informal attire for free time comfort. Temperatures in meeting rooms may vary, thus we also suggest that you dress in layers. The temperature in Chicago in November ranges from an average low of 32 degrees to an average high of 50 degrees.

**BUSINESS CARDS:**

Please bring business cards with you to the conference to help expedite registration formalities and to assist with networking.

**PHOTOGRAPHY, VIDEO & AUDIO RECORDING:**

All forms of photography, video, and audio recording are prohibited at all event sessions, presentations, exhibitions, functions, and meals without prior written permission from Gartner.

**QUESTIONS:**

If you have any questions, comments and/or concerns regarding the Gartner Master Data Management Summit, please contact our Registration Team at +1 866 405 2511 (US and Canada), +1 650 226 0825 (International) or send an email to [us.registration@gartner.com](mailto:us.registration@gartner.com).

**AGENDA BUILDER**

Our conference [Website](#) includes an [Agenda Builder](#) function that allows you to:

- Create a personalized agenda ahead of the summit
- Export your personalized agenda to your Outlook calendar
- Schedule Gartner Analyst One-on-One Appointments and Face-to Face Meetings
- View and download conference documentation/presentations.

**GARTNER ANALYST ONE-ON-ONE APPOINTMENTS**

Gartner Analyst One-on-One Appointments are 30-minute private meetings with our analysts where clients can ask questions related to their specific needs and issues. Pre-Event Registration via our online Agenda Builder for Gartner Analyst One-on-One Appointments is available for Monday, November 17 only. Appointments for Tuesday and Wednesday may be scheduled on-site at the One-on-One Registration Desk beginning Monday, November 17.

## **ONLINE DOCUMENTATION ACCESS**

In accordance with global green initiatives Gartner now only offers online access to conference documentation/presentations. If your conference registration is paid in full approximately two weeks (by 5:00 p.m. (EST) October 31) prior to the event you will receive an email providing you with the conference documentation key and online documentation access instructions. The key will allow you to access and download all conference documentation available at that time. We encourage you to take advantage of this offer to preview sessions and plan your time at the conference.

You will also receive the conference documentation key and online access instructions upon registering on-site. If you wish to view session documentation while onsite, we encourage you to bring your laptop and spare batteries. Wireless connectivity will be available in all session rooms as well as throughout the conference space to assist with viewing presentations while attending the conference. If you desire hard copy, it is a good idea to print-out conference presentation before leaving the office, as there are limited printing facilities at the Sheraton Chicago Hotel & Towers.

## **ATTEND ANOTHER CONFERENCE**

Plan your attendance at another Gartner conference! For an up-to-date listing of 2008 events and to receive updated, detailed information as it becomes available, please visit [Gartner.com/events](http://Gartner.com/events). You may also contact our Registration Team at +1 866 405 2511 (US and Canada), +1 650 226 0825 (International) or send an email to [us.registration@gartner.com](mailto:us.registration@gartner.com) and we'll be happy to assist you in registering for another Gartner Event.