

Swallers, Darlean

From: Swallers, Darlean
Sent: Thursday, August 23, 2012 9:26 AM
To: Webb, Ray
Subject: Gartner Forum out of state travel approval

Gartner.
SYMPOSIUM ITXPO 2012
21 – 25 October • Orlando, Florida
gartner.com/us/symposium



The World's Most Important Gathering of **CIOs and Senior IT Executives**

Dear Ray Webb,

Your Gartner representative has registered you for the Gartner Symposium/ITxpo, being held 21-25 October, 2012, in Orlando. Your registration is complimentary and included within your Executive Programs membership.

If you would like to review any of your registration information please log in [here](#) with your Gartner.com log in information. In order for us to be able to provide you with the best on-site experience at the event, we would be grateful if you could complete the "Specific Event Questions" section.

HOW TO REVIEW REGISTRATION DATA?

- If not signed into gartner.com please click on the SIGN IN and REGISTER button
- If signed into gartner.com click on the REGISTER button
- Click on the Edit button at the bottom of the page to update your gartner.com profile
- Click on Continue to update any event specific information
- If you are unaware of your log in information, please follow the SIGN IN and REGISTER button where you will be able to request a password/username reset/reminder via FORGOT YOUR USERNAME AND PASSWORD?

Special hotel blocks for Executive Program Members have been reserved - contact your Executive Program relationship team for details.

Prior to the start of the Symposium, you will receive the following item:

- An email providing you with access instructions to the online documentation

Bring your Team

The Gartner Symposium offers a role-based agenda delivering deeply relevant content to every member of your IT leadership team. Organizations gain the most from this event when they bring a team. Special Team Packages are available to expand your team's experience at the event. Visit gartner.com/technology/symposium/orlando/team-send.jsp for more details.

Get a Head Start on Symposium Networking with Gartner Peer Connect

Network with your peers 'virtually' in Gartner Peer Connect and continue the dialogue live at Symposium. Use the [Peer Connect Meetup Board](#) to connect you with the peers you want to meet onsite.

- Use the new robust online Q&A forums to connect, collaborate and get the unbiased answers you

need now from a trusted network of IT decision makers and executives from across the globe

- Search the Peer Connect directory of more than 12,000 Gartner clients to begin 1:1 networking with peers like you

Begin to develop your network now!

Haven't tried Peer Connect yet? [Join today](#) and make the most of your Executive Programs community! Or contact your Executive Programs Executive Client Manager for a tour.

Cancellation and Substitution Policy

Complimentary attendance and related additional benefits are for Executive Programs members only. Complimentary attendance is not transferable and no substitutions are allowed. You may cancel your registration at any time prior to the event, however in order to help us with logistical arrangements we would appreciate a notice period of at least 15 business days prior to the start of the event. Non-attendance will be considered as a use of your Symposium entitlement as per your Executive Programs membership. Sharing of attendee passes is not permitted.

This Symposium is organized by Gartner who reserves the right, in its sole discretion, to limit or deny access to the Symposium to any entity or individual.

If you have any questions or concerns, please contact either your Gartner Representative or the Registration Office at 866.405.2511 (US and Canada), +1.650.226.0825 (International) or send an email to us.registration@gartner.com and we will be happy to assist you.

We look forward to welcoming you to the event. Thank you once again for your registration and we look forward to seeing you in Orlando

Gartner Registration Team

Tel: 1.866.405.2511 (US and Canada), +1.650.226.0825 (International)

E-mail: us.registration@gartner.com

Regards,

Ray Webb

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