International Aerospace Quality Group

Meeting and Hotel Information

14-19 October 2017
Cleveland, Ohio, USA

Hosted by

IAQG Performance Excellence Marketplace (PEM) Exhibit
Wednesday 18 October - 1200 - 1700
Thursday 19 October – 0800 - 1700

About IAQG
The IAQG is a cooperative global organization of companies providing Aviation, Space and Defense products and services; and Land and Sea based systems for defense applications. Visit our website at www.iaqg.org.

The Mission of the IAQG is to achieve significant performance improvements in quality, delivery, and cost on all products and services throughout the value stream by working together on initiatives and improvements in the way products and services are developed and deployed in the industry.
**IAQG Headquarters Hotel Information**
The IAQG Headquarters hotel is the Westin Cleveland Downtown located in Cleveland’s city center. The hotel is approximately 20 minutes from Cleveland Hopkins International Airport.

**Westin Cleveland Downtown**
777 St Clair Ave NE, Cleveland, OH 44114, USA  
Phone: +1 216-771-7700  
http://www.westincleveland.com

The IAQG Group Rate at the Westin Cleveland Downtown is $159 USD single/double plus taxes. The deadline for the IAQG Group Rate is 18 September 2017. Please book your hotel reservation online using the following link.

**Hotel Reservation Link:**
https://www.starwoodmeeting.com/Book/IAQGCleveland

**Meeting Schedule**
Following is an explanation of the various meetings taking place during the course of the week along with a brief schedule. For complete meeting details, see the meeting schedule posted on the previous screen. If you are looking for an agenda for a specific meeting, please contact the team leader listed.

**Team Meetings** – During the course of the week, numerous team meetings are scheduled. Anyone interested is welcome to participate in the meetings listed as ‘Open’. The meetings listed as ‘Closed’ are restricted to invited attendees only.

**General Assembly** – The IAQG General Assembly Meeting is where the teams report out on their progress, the business of IAQG is discussed, and votes are taken. This is a good opportunity to learn about all of IAQG’s activities. The General Assembly is open to anyone interested in attending.

**Performance Excellence Marketplace (PEM)** – The PEM is an opportunity for selected companies and organizations to exhibit their products or services to IAQG members and suppliers during the IAQG week. The purpose of the IAQG PEM is primarily to spread excellent practice as far and as deep as possible throughout the entire Aviation, Space, and Defense value chain. PEM companies are expected to be prepared to discuss how their products and services have been utilized and helped implement IAQG products and standards with meeting participants who visit their exhibit.

If your company is interested in exhibiting in the IAQG Performance Excellence Marketplace, please contact Becky Lemon (Rebecca.Lemon@sae.org) for further information.

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<td>Saturday 14 October – Wednesday 18 October</td>
<td>Team Meetings</td>
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<td>Tuesday 17 October</td>
<td>IAQG Dinner and Awards Ceremony</td>
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<td>Thursday 19 October</td>
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Meeting Registration Information – To register for the meetings, please complete the Registration Form located on the previous screen of the IAQG website. There is no registration fee to attend any of the meetings/events during the course of the week.

Online meeting registration is open through end of day Wednesday 11 October 2017. After 11 October, attendees will need to register at the IAQG Registration Desk onsite when they arrive at the hotel.

- **IAQG Dinner and Awards Ceremony – Tuesday 17 October 2017**
  The IAQG Dinner/Awards Ceremony will be held at the Rock and Roll Hall of Fame. The dress code is business casual. Please register for the dinner on the IAQG Registration Form.

- **Photography Notice:** By registering and attending any IAQG related meetings (including associated sector meetings), participants grant the IAQG rights to use photographic images/likeness potentially taken during the meetings to further the mission of the IAQG. This may include, but is not limited to, newsletters, brochures, letters, websites, and other print/digital communications related to IAQG and sector goals.

Travel Planning

- **Visas** – Please contact your local consulate or embassy to determine if you will need a visa for entry into the United States. For information on obtaining a letter of invitation, please contact Rosemary Bork at rosemary.bork@parker.com.

- **Weather** – In October, Cleveland has an average maximum temperature of 62°F (17°C) and an average minimum temperature of 45°F (7°C).

- **Currency** – The local currency is the US Dollar. Most major banks, hotels, and airports have ATMs/cash dispensers. Major international credit cards are accepted in most stores and restaurants.

- **Electricity Supply** – Electricity in the United States is 120 Volts, alternating at 60 cycles per second. If you travel to the United States with a device that does not accept 120 Volts at 60 Hertz, you will need a voltage converter.

- **Parking** – Limited parking is available at the hotel for a fee. Please contact the hotel for details.

- **Dress Code** – The dress code for the meeting is business casual (no jeans).

- **Tipping Guidelines:**
  - Restaurants – 15-20% of the bill
  - Taxi – 10% of the fare
  - Hotel – $1-$2 per bag to bellman or doorman who handles your bags; $2-$3 per night for housekeeping

- **Transportation** – The Westin Cleveland Downtown is approximately 20 minutes from Cleveland Hopkins International Airport.
  - Taxi – Taxi service from the airport takes approximately 30 minutes and will cost approximately $35 USD.

➢ **Public Transportation** - The Greater Cleveland Regional Transit Authority train departs every 15 minutes from Cleveland Hopkins International Airport’s main terminal. The trip takes approximately 30 minutes and costs $2.50 USD. For details, visit [http://www.clevelandairport.com/parking-transportation/public-transportation](http://www.clevelandairport.com/parking-transportation/public-transportation).

- **Sightseeing**
  To help plan your trip, visit the following links to make plans:
  
  [http://www.thisiscleveland.com/?gclid=CO_tjrKh89MCFcWlsodZNwKmQ](http://www.thisiscleveland.com/?gclid=CO_tjrKh89MCFcWlsodZNwKmQ)
  
  [https://www.tripadvisor.com/Attractions-g50207-Activities-Cleveland_Ohio.html](https://www.tripadvisor.com/Attractions-g50207-Activities-Cleveland_Ohio.html)

**Questions**

- **Registration** – If you have any questions about registration, please contact the SAE Customer Service Desk at +1 724-776-4970 or email: customerservice@sae.org.

- **Other** – For meeting related questions, please contact Becky Lemon at Rebecca.Lemon@sae.org or call +1 724-772-4083.

*We look forward to your visit in October 2017!*