



### **What is included in the registration fee?**

Upon registration all attendees will be invited to an instant messaging group for connecting with other attendees, speakers, and the MT team, both before and after the event itself.

We welcome you to join us starting with an advanced meet-and-greet which will take place in the lobby of the hotel beginning at 5pm on August 22<sup>nd</sup>, the day prior to the event

Your registration fee covers your conference pass for 2 full days (August 23<sup>rd</sup> and 24<sup>th</sup>), breakfast and lunch on both days as well as beverages and snacks throughout. A cocktail reception, followed by dinner will also be hosted for all attendees on Wednesday night, August 23<sup>rd</sup>, which is included in your fee.

### **Will I be able to register onsite?**

If the conference has not already reached its capacity, you can register onsite for the full conference rate of \$3000.

### **Where is The M Conference?**

The Renaissance Chicago Glenview Suites Hotel - 1400 Milwaukee Avenue, Glenview, Illinois 60025 USA

### **What are the conference dates?**

The day before the conference begins, August 22<sup>nd</sup>, starting at 5pm we'll be hosting a meet-and-greet in the lobby of the hotel. Any interested attendees are welcome to join.

The conference officially begins on Wednesday August 23<sup>rd</sup>, 2023, at 7am, and continues through Thursday August 24<sup>th</sup>, 2023, at 4pm. There is also a dinner on Wednesday night which begins at 6pm.

### **When should I arrive for the conference?**

Registration and event check-in are available starting Wednesday August 23<sup>rd</sup> at 7:00 am. However, we invite registered attendees to join us for an optional meet-and-greet on August 22<sup>nd</sup>, starting at 5pm, in the lobby of the hotel.



### **How do I book my hotel room?**

Book your hotel accommodations at the Renaissance Chicago Glenview Suites Hotel by visiting this link specially created for our event:

### **[Book your group rate for Manager Tools M Conference 2023](#)**

We have a room block at this property under Manager Tools. Alternately you can call the Hotel directly by calling (847) 803 9800.

### **What is the hotel's cancellation and refund policy?**

Please contact the Renaissance Chicago Glenview Suites Hotel directly by calling (847) 803 9800 for cancellation details.

### **What should I Wear?**

August in Chicago is a pleasant summer month with warmer weather conditions. Historical temperature averages hover between 70 – 80 degrees.

Recommended attire for The M Conference is business casual. Indoors, please remember to dress warmly and bring a sweater. Our room will be very cold as you'll be moving around throughout the day.

### **Which airport is closest to the Renaissance Chicago Glenview Suites Hotel?**

The main airport servicing the area is [Chicago O'Hare International Airport \(ORD\)](#). ORD airport provides a variety of ground transportation, however, please note that this hotel does not offer a shuttle service from the airport to hotel.

### **Who should I contact if I have special dietary needs?**

If you have food allergies or require special dietary assistance, you can specify while registering or email us at [mconference@manager-tools.com](mailto:mconference@manager-tools.com).

If you still have questions, email us at [mconference@manager-tools.com](mailto:mconference@manager-tools.com).