



FAQ

What is the attire for the event?

We recommend business to business formal attire. Black tie is not necessary.

What is the COVID policy?

We are excited to host an in-person Kaitz Dinner for the first time since 2019, and our top priority is the well-being of our staff, guests, colleagues, and friends. Please consider the following guidelines* as you make your plans to attend.

- If you are feeling unwell or experiencing symptoms of COVID-19, please do not attend the receptions or the dinner program.
- Face masks are optional. We are expecting about 800 attendees. Please use your discretion and make the decision that feels best for you.

*This guidance is subject to change based upon the recommendations of the CDC and the city of New York.

Can I select my seat/table?

All tables and individual seats will be assigned by the staff of the Walter Kaitz Foundation, and you will not be permitted to select your own table or seat placement.

When do we have to submit guest names for tables?

Your main point of contact (either for sponsorship or table purchase) will receive an email prior to the event asking for guest names and email addresses. The day of the event, guests will then each receive an individual digital ticket with QR code that will be used for check-in at the event.

What is the check-in process?

Each guest will receive a unique digital ticket with QR code prior to the event. That digital ticket will be used to enter the event. Upon the scanning of the digital ticket upon arrival, guests will be issued a wristband signifying they are a verified attendee and will have access to both the opening reception, the dinner and the closing reception.

Can someone else use my digital ticket?

No, each ticket is unique to that individual. If you need to assign someone else to take your place you may do so in your seating assignment link or in your digital ticket. You may also contact info@walterkaitz.org or 202-222-2490 for instructions.

Do you offer refunds?

We do not offer refunds for sponsorships, tables, or tickets. If you are no longer able to attend, please contact the staff of the Walter Kaitz Foundation and we will do our best to work with you on reassigning your ticket. We can be reached at info@walterkaitz.org.

What if we lose our digital ticket?

In the event you cannot access your digital ticket prior to the event, please contact info@walterkaitz.org and we can resend it to you. If you are already at the event and cannot access your digital ticket, staff will be on hand to manually check you in.

How do we get in touch with Kaitz staff for assistance:

You can always contact the Kaitz staff at info@walterkaitz.org or 202-222-2490. During Diversity Week (October 10 - 12) the Kaitz team will have an office in the O'Neil room on the 4th floor of the New York Marriott Marquis.