



2026 AMCI Annual Meeting KNOW BEFORE YOU GO GUIDE

The 2026 AMCI Annual Meeting is just around the corner, and we're thrilled that you'll be joining us in Spokane! To help you prepare, we encourage you to review this guide prior to your arrival. As an AMCI partner, you play a crucial role in our community, and we appreciate the commitment and support you provide to AMCI and our members.

Before you arrive, take a moment to review the information below to make the most of your time at the Annual Meeting:

- **Schedule highlights:** Familiarize yourself with the event [schedule](#), educational [sessions](#), and networking opportunities so you can plan your time effectively.
- **Networking tips:** Our members value the opportunity to connect with others in the industry and partners. Prepare to engage with fellow attendees, share experiences, and build meaningful connections.
- **Your unique contribution:** Consider how your expertise can enhance the overall experience for everyone.

We look forward to welcoming you to Spokane and creating an unforgettable event together!

VENUE

[The Davenport Grand](#)

333 W Spokane Falls Blvd
Spokane, WA 99201
(509) 223-8092

TRANSPORTATION

GROUND TRANSPORTATION: The Davenport Grand Hotel is approximately 15 minutes from the Spokane International Airport (GEG) Taxis and Uber/Ride Shares are available.

PARKING: The Davenport Grand offers on-site parking for hotel guests at an overnight, daily rate of \$28. Valet parking is also available for an overnight, daily rate of \$35. The hotel self-park garage is located on the corner of Washington and Riverside Ave., and the valet garage is located off Spokane Fall Blvd. at the main entrance.

RIDE SHARE: There are several Davenport Hotels in downtown Spokane so be sure to choose The Davenport GRAND Hotel when scheduling transport to the hotel.



WHAT TO PACK/WEATHER

Spokane average temperatures in February are cold and brisk, with daytime highs typically ranging from the upper 30s to mid 40s and nighttime lows often falling into the upper 20s to low 30s. Be sure to pack warm layers, a winter coat, gloves, and waterproof footwear, as winter conditions are common, and temperatures can shift quickly throughout the day. For a more up-to-date and detailed weather outlook closer to your travel dates, check a reliable local forecast

For an up-to-date, detailed weather forecast, please visit [The Weather Channel](#).

SUGGESTED ATTIRE

Business Casual

- Khakis/Slacks/Jeans
- Collared shirts, blouses
- Dresses
- Seasonal sport coat or blazer (optional)
- Please no athletic wear

SEE WHO'S COMING

Want to see who's attending? [Click here](#) and log in for a full attendee roster. It will be located near the top of the page. The final registration list will be made available a week before the event on the AMCI website. **REMINDER** – AMCI does not sell lists. If you are solicited, please do not respond. We encourage you to report phishing if you receive an email.

VISIT SPOKANE MEETING HUB

Explore Visit Spokane's [website](#) created specifically for AMCI's Annual Meeting. It's your go-to resource for helpful details about your stay in Spokane, as well as information on the fun and engaging activities they'll be hosting at their booth near registration throughout the event.

REGISTRATION

Prior to the meeting, you will receive a separate email from AMCI with a QR code/link for your meeting badge. **It is important to bring the email with you as we will be using it to generate your meeting badge.**

OPENING RECEPTION ON TUESDAY NIGHT

The Opening Reception at the [Spokane Convention Center](#), located across the street from the Davenport Grand and via skybridge, will unfold as a progressive, immersive experience that highlights local culture, stunning venues, and creative activations. The evening's schedule is below:



- **6:00 PM** – The start of the welcome gathering, followed by remarks Spokane's Convention Center and an introduction to the night's festivities.
- **6:30 PM** - Attendees will stroll to the Promenade, where a cocktail reception awaits, complete with a custom gobo illuminating the lawn.
- **6:45 PM** – The celebration continues in Hall D and the Overlook, featuring music and a special Chris Bovey T-shirt activation.

This progressive reception is designed for ultimate moving, connecting, and experiencing Spokane's creativity and hospitality at every turn.

WEDNESDAY NIGHT RECEPTION

Get ready for a night of sparkle and old-Hollywood charm. Visit Spokane is hosting our Wednesday evening reception in the beautifully restored [Fox Theater](#)—a stunning 1920s venue that sets the perfect stage for celebration. **Attendees are encouraged to embrace the era with 1920s–30s inspired attire** such as cloche hats, fedoras, party dresses, and dinner jackets. Step into the spotlight and enjoy an unforgettable, glamorous evening.



TRANSPORTATION FOR WEDNESDAY NIGHT RECEPTION

Visit Spokane will provide a shuttle service to the Fox Theater reception. Shuttle service will depart from the hotel starting at 5:45 PM and in 5 minute increments until 6:00 PM.

SHIPPING

Ship to the hotel as listed below and ensure that you have shipped any collateral and display items **to your attention** to pick up at the hotel. Packages should arrive 5 days or less prior to the conference. Shipping and handling fees from the hotel will be your responsibility.

The Davenport Grand Hotel
333 West Spokane Falls Blvd
Spokane, WA 99201
Recipient: [Your Name & Phone]
Event: AMCI Annual Meeting, February 10–12, 2026

MEETING APP

Stay connected at the 2026 Annual Meeting – **Download the App!** To get the most out of your Annual Meeting experience, be sure to download the **AMC Institute Events** app from the **Apple App Store** or **Google Play Store**.



This is the **ONLY** way to access the full program schedule, view event details and updates in real time and connect with fellow attendees. Contact us if you need assistance accessing the app – info@amcinstitute.org.

The 2026 Annual Meeting app will be available for you to access by **January 30, 2026**.

EXHIBITING

If you've pre-arranged a shared table space, here's what you need to know:

- **Hi Table Setup:** Your table will be labeled with your company name. Each table will be draped with a tablecloth provided by the venue.
- **AV & Power:** If you require AV equipment or power access, please coordinate directly with the venue in advance of the meeting.
- **Setup Times:** A good time to complete setup is after **5 PM on Tuesday, February 10**.
- **Security Reminder:** Neither AMCI nor the venue is responsible for any items left unattended at your table. Please avoid leaving valuables if you are not present.
- **Best Times to Engage:** Be sure to staff your table during networking breaks – these are ideal opportunities to connect with attendees and maximize visibility.

NETWORKING



Connect & Win

- Make networking easy – and fun! Use the **A2Z Leads™ app** to scan QR codes on attendee badges and save your contacts in one place for easy follow-up.
- Each time you scan an AMC badge, AMC attendees will be entered to win great prizes like gift cards, hotel stays and more – all donated by our generous partners. Winners will be announced at the Closing Reception and must be present to win.
- Getting started:
 - Look for the **App Activation Code** in your inbox about a week before the meeting.
 - Download the **A2Z Leads™ app** from the Apple App Store or Google Play Store.
 - Enter your code and start scanning at the Annual Meeting

AMCs CARE

AMCI has launched a new campaign in partnership with our Industry Partners: the **AMCs Care Campaign**, supporting **Vanessa Behan**, a local non-profit that provides a safe, nurturing place for children when families face crisis.

- Learn more and donate here: [Vanessa Behan](#)
- Donors will receive an **AMCs Care** ribbon at registration as a thank-you for your support.



CONTINUING EDUCATION

You can earn up to 10 CEUs towards obtaining or maintaining your Certified Association Executive (CAE) designation by attending the Annual Meeting. AMC Institute attendees must self-report their CAE credits to ASAE directly following the event.

STAY CONNECTED

Please use the hashtag **#AMCIAM26** on social media so that we can share conversations, information, and experiences before, during and after the Annual Meeting.

POST MEETING SURVEY

Check your email following the meeting to complete the post conference survey and let us know your thoughts and improve future events

THANK YOU

On behalf of the AMC Institute staff and leadership, thank you for your attendance! If you have any questions, please reach out to a member of the AMC Institute team. We look forward to seeing you in Spokane!



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