

GSX FY26 Auxiliary Meeting Policy

See the full GSX FY26 [Auxiliary Meeting Policy](#) for all what, where, when and how details on the what, when, where to register and plan your event.

All gathering requests must be submitted by no later than April 29, 2025.

Important Dates:

- Monday, August 25: Maximum cumulative duration of 3 hours and cannot conflict with rehearsal schedules
- Tuesday, August 26: Beginning at 7:00 PM
- Wednesday, August 27: NO AUXILIARY MEETINGS PERMITTED
- Thursday, August 28: Beginning at 6:00 PM
- Friday, August 29: Unlimited duration assuming no additional costs related to housing or travel will be incurred. All attendees must depart by Friday, August 29.

All Auxiliary Meetings/Events must follow the [Cisco Global Meetings and Events Policy](#).

Many activities in Las Vegas are not Cisco approved; be sure to check with the Global Event Services (GES, formerly GSMM) Auxiliary team PRIOR to booking any activities.

Please reach out to the [Auxiliary Meetings Team](#) with any questions.

How to Submit Your Meeting Request

01

Log into the [Global Meetings and Events Portal](#)

02

Enter the name, start date/time and end date/time.

Please use a descriptive name of your event, so leadership and attendees can easily identify it. Avoid generic names like "Team Dinner."

Complete the "Budget Owner" and "Financial Analyst" fields.

03

After selecting the appropriate option from the "Primary Target Audience" drop-down menu, in the "Event Type" field, select "Auxiliary meeting to main event" from the drop-down list.

04

In the "Name of Larger Event" field, type "Cisco GSX FY26" and when the drop-down menu appears, select "Cisco GSX FY26" from the list.

Type "165872" in the "Event ID" field.

05

Once you submit your request, a GES Auxiliary Team Event Logistics Manager will contact you within 1-2 business days to confirm your event.

If your event is outside of policy this will delay transfer of your event ID# Concur.

06

Documentation must be uploaded into the portal no later than 30 days post post-event. Please upload the following:

- Attendee list pre- and post-event
- Categorized budget
- Gifts and giveaway recipients.
- Program agenda
- Detailed invoices, contracts, receipts