

## 2020 ASPHO Conference

### ANCILLARY MEETING GUIDELINES

Companies and organizations may apply to hold closed ancillary meetings during the 2020 ASPHO Conference, scheduled between Tuesday, May 5th and Saturday, May 9th, 2020. These meetings must be approved by ASPHO and are permitted only during specified times that do not conflict with official ASPHO-sponsored activities. Acceptable purposes for ancillary meetings include internal sales/business/staff meetings, exhibitor pre-con meetings, limited advisory boards, focus groups, consultant meetings, investigator meetings, and invitation-only receptions.

**The ASPHO 2020 fee to hold an ancillary meeting at the Annual Conference is \$2,500. For meetings that extend into 2 or more days, there will be an additional \$1,200 charge per day.** In order to obtain meeting space, all meeting room requests must be submitted via the Ancillary Meeting Request Form, included below, no less than 30 days prior to the start of the ASPHO meeting. *Space is limited, so please submit your request as soon as possible.* All requests are subject to approval. For more information, contact Rob Frey at [rpfrey@aspho.org](mailto:rpfrey@aspho.org).

ASPHO will approve meeting requests on a first-come, first-served basis. You will be notified via e-mail if your request has been approved. An invoice for payment will accompany the approval of your request. If your meeting is approved, you will be contacted by the meeting hotel directly to discuss your meeting logistics and room requirements. If you prefer to hold your meeting outside of the meeting hotel or convention center, you must contact the preferred property directly for space once you receive written approval from ASPHO.

**Approved Meeting Times:** Ancillary meetings may not be held during the same time frame as any ASPHO programming. A schedule of acceptable time-frames will be published in association with each live meeting.

#### Responsibilities Agreed To By Signing the Request Form

- Ancillary meeting organizers are responsible for providing the hotel with specifics with regard to room set, audiovisual, guarantees, and food & beverage requirements.
- Organizers are responsible for all costs associated with the ancillary meeting, including hotel labor costs, audiovisual fees, equipment service, food & beverage, etc.
- Room reservation costs are not included in the Ancillary Meeting fee.



- Organizers will take full responsibility for the ancillary meeting and will hold harmless ASPHO, its officers, agents, and employees from any and all liability associated with the event.
- Changes to attendance estimates that can be accommodated within the assigned space are acceptable, but any changes in the date and/or time must first be authorized by ASPHO.
- Ancillary meeting programs are not developed, sponsored, or planned by ASPHO. The ASPHO logo, conference theme or images, or meeting schedule may not be used in any mailing pieces, signs, advertising, or promotions in any media, either inside or outside of the meeting hotel, before, during, or after the meeting. The ASPHO name or acronym may only be used if communication is reviewed and approved in advance by ASPHO.

ASPHO prohibits the distribution of ancillary meeting announcements or promotional materials within the meeting hotel. Hotel room drops are only allowed through ASPHO at an additional charge for approved companies only.

- If any of ASPHO's policies are violated, ASPHO reserves the right to cancel the ancillary meeting at any time. The company's status concerning future ASPHO annual conferences could also be jeopardized.



# Function Space Request

**2020 ASPHO Conference  
May 6-9, 2020  
Fort Worth Convention Center  
Fort Worth, TX**

**SAVE THIS FILE TO YOUR COMPUTER BEFORE STARTING**

**Email form to Rob Frey [rpfrey@aspho.org](mailto:rpfrey@aspho.org)**

Date of Request: \_\_\_\_\_ Please refer to Rules/Regulations for complete application requirements.

Please check the type of function space you are requesting.      **Advisory Meeting**      **Reception**

Other: \_\_\_\_\_

Contact Information	
Contact Person	
Email	
Department	
Institution/Company	
Address	
City, State, Zip	
Phone	
Fax	

<p><b>1. Function Name</b> The function name you intend to use.</p>

<p><b>2. Preferred Day, Date and Location</b> Please review the program schedule before listing your choices. Functions <i>may not conflict</i> with the ASPHO Educational Program or any ASPHO sanctioned event. See conference schedule at <a href="http://www.aspho.org">www.aspho.org</a></p>	
Day	
Date	
Time Begin	
Time End	

<p><b>3. Commercial Sponsor</b> If applicable, please provide name of sponsor.</p>

<p><b>4. Scientific Content</b> If applicable, who determined the scientific content and speakers of this program?</p>

5. Additional Information		Room Set Up Request:	
Expected Attendance (required)			
Food and Beverage Service	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Audio Visual Equipment	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
On-Site Meeting Contact Name			Cell #:

### 6. Payment Information

cc# \_\_\_\_\_ exp \_\_\_\_\_ \$ \_\_\_\_\_  
 check # \_\_\_\_\_ \$ \_\_\_\_\_ date \_\_\_\_\_

### Rules and Regulations

All activities are restricted to the approved location. You will be responsible for the organization of your function. Your session/function will be set as closely to your request as possible. You are responsible for any special charges, i.e., space rental, catering, audiovisual equipment, etc. Please note that, per facility policy, no outside food and beverage is allowed in any meeting function.

Promotion or notification of your activity is your responsibility. You may place a larger poster-type notice at the door of the function, but *only* during the scheduled time of the function. Poster boards scattered throughout the Convention Center/ Hotel will *not* be allowed and will be removed.

Events are subject to approval by *submission of this Function Space Request Form only* - on a first-come, first-served basis, based on date of request.

Functions may not be scheduled to compete with the events of the ASPHO Annual Meeting. No exceptions. Please refer to meeting schedule found on the ASPHO website: [www.ASPHO.org](http://www.ASPHO.org)

Cancellation Policy: In the event that the advertiser notifies the Association in writing of the intent to cancel the agreement after acceptance but prior to May 1, 2020, a full refund of monies received, minus a \$250 administrative fee will be made.

We agree to pay \$2,500 to hold an Ancillary Meeting at the ASPHO 2020 Conference: \_\_\_\_\_

No refunds will be made or cancellations accepted after May 1, 2020.

#### Email/Fax To:

ASPHO

Attn: Rob Frey

Email: [rfrey@ashpo.org](mailto:rfrey@ashpo.org), fax: 888.374.7259

Payment in full is required upon approval, before arrangements with venue will be made.

**(If you opt to fax your Function Space Request Form, please do *not* email the original in order to avoid duplicates.)**

*(For Office Use Only):*

Space Provided \_\_\_ Yes \_\_\_ No Venue: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_