



2018 ASPHO Conference

ANCILLARY MEETING GUIDELINES

Companies and organizations may apply to hold closed ancillary meetings during the 2018 ASPHO Conference, scheduled between Tuesday, May 1st and Sunday, May 6th, 2018. 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 external sales/business/staff meetings, exhibitor pre-con meetings, advisory boards, focus groups, consultant meetings, investigator meetings, and invitation-only receptions.

The ASPHO fee to hold an ancillary meeting at the Annual Conference is \$1,500. For meetings that extend into 2 or more days, there will be an additional \$750 charge per day. Qualified non-profit organizations will be charged at a rate of \$250 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. ASPHO will approve meeting requests on a first-come, first-served basis. You will be notified via email 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 host hotels, 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 educational programming. A schedule of acceptable time-frames will be published in association with each live meeting. The 2018 ASPHO Conference schedule may be found at <http://aspho.org/meetings/conference/2018-conference/schedule-of-events>.

Responsibilities Agreed To By Signing the Request Form

- Ancillary meeting organizers are responsible for providing the hotel with specifics with regard to room set, audio/visual, guarantees, and food & beverage requirements.
- Organizers are responsible for all costs associated with the ancillary meeting, including hotel labor costs, audio/visual fees, equipment service, food & beverage, etc.



- 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

**2018 ASPHO Conference
May 2-5, 2018
David L. Lawrence Convention Center
Pittsburgh, PA**

SAVE THIS FILE TO YOUR COMPUTER BEFORE STARTING

Email form to Rob Frey 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** Slide Review

Other: _____

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

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

<p>2. Preferred Day, Date and Location 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 www.aspho.org</p>								
<table border="1"> <tr> <td>Day</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> <tr> <td>Time Begin</td> <td></td> </tr> <tr> <td>Time End</td> <td></td> </tr> </table>	Day		Date		Time Begin		Time End	
Day								
Date								
Time Begin								
Time End								

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

<p>4. Scientific Content 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"/>
Audio/Visual Equipment	<input type="checkbox"/>	Yes	<input type="checkbox"/>
On-Site Meeting Contact Name			Cell #:

Rules and Regulations

All activities are restricted to the 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

You are responsible for all special need expenses for this function, i.e., space rental, catering, audio/visual equipment, etc.

Email or Fax To:

ASPHO

Attn: Rob Frey

Email: ropfrey@aspho.org , fax: 888.374.7259.

(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: _____