



ASPHO Annual Meeting

ANCILLARY MEETING GUIDELINES

Companies and organizations may apply to hold closed ancillary meetings prior to Wednesday May 6 and after 1:30 pm on Saturday May 9 following the Meeting. 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, advisory boards, focus groups, consultant meetings, investigator meetings, and invitation-only receptions.

The ASPHO fee to hold an ancillary meeting at the Annual Meeting is \$2,500. For meetings that extend into 2 or more days, there will be an additional \$2,500 charge per day. In order to obtain meeting space, all meeting room requests must be submitted via the Ancillary Meeting Request Form, attached 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 Mary Paulson at mpaulson@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, 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.



- 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 exhibiting 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 meetings could also be jeopardized.