

PRACTICE MANAGEMENT™ 2018

JANUARY 26-28 | HYATT REGENCY NEW ORLEANS | NEW ORLEANS, LA

ANCILLARY/AFFILIATE EVENT REQUEST
APPLICATION DEADLINE: FRIDAY, JANUARY 5, 2018

Organizations wishing to hold group functions in conjunction with PRACTICE MANAGEMENT 2018, January 26-28 in New Orleans, LA must first obtain ASA approval. Applications will be reviewed on a first-come, first-served basis. Space is assigned by the hotel after all official ASA and ASA Governance functions have been placed.

It is the responsibility of the organizers hosting events to make sure that those events comply with the guidelines regulated by the ASA. Such events must be approved in advance by ASA, and are subject to the following **Terms and Conditions** of use:

1. Meetings/Functions may be conducted during the following hours outlined below:

Thursday, January 25	Friday, January 26	Saturday, January 27	Sunday, January 28	Monday, January 29
6 a.m.-11 p.m.	After 7:30 p.m.	After 6 p.m.	After 11 a.m.	6 a.m.-11 p.m.

NOTE: ASA reserves the right to enforce subsequent schedule changes made by the Committee on Practice Management or by the chairs of ASA Committees. Ancillary organizers will be notified if their requested time must be changed.

2. One of the benefits for commercial companies that exhibit at PRACTICE MANAGEMENT 2018 is the opportunity to hold ancillary events. Because non-exhibiting commercial companies are prohibited from advertising, soliciting or otherwise contacting ASA meeting registrants on official ASA meeting space or at ASA meeting facilities, **ASA will not approve any meeting space to be assigned commercial companies not already contracted to be an official ASA exhibitor.** For information about exhibiting at PRACTICE MANAGEMENT 2018, contact: asaexhibits@jspargo.com or go to the "Exhibit" page on the PRACTICE MANAGEMENT 2018 website for further details.
3. **Prohibition of Exhibitor-Sponsored Scientific Sessions:** Commercial firms which exhibit at PRACTICE MANAGEMENT 2018 will not be permitted to conduct or sponsor educational activities, presentations or meetings in New Orleans, LA from **Thursday, January 25 through Monday, January 29, 2018.** Only normal sales presentations describing products and their functions are allowed in the exhibit booths, facility sleeping rooms/suites, off-site ASA designated facilities dinners and/or receptions and any sponsored activity on the exhibit hall floor.
4. ASA provides the education content at the meeting. To avoid conflicts with PRACTICE MANAGEMENT 2018 program, **organizations** may not make any scheduled, live presentations in Technical Exhibit booths or at exhibitor-sponsored functions. Affiliate social events may NOT include any presentation of educational or scientific content to meeting participants. Commercial firms failing to comply with this rule will have their 2018 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2018 booth space.
5. **Prohibition of Symposia:** Commercial firms are not allowed to sponsor scientific symposia at the meeting from **Thursday, January 25 through Monday, January 29, 2018.** Commercial firms failing to comply with this rule will have their 2018 exhibit space revoked and no refund will be issued from ASA to the firm for the cost of the 2018 booth space.
6. Promotional materials associated with each meeting/function must first be submitted to ASA for review and final approval. All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of PRACTICE MANAGEMENT 2018.* The name American Society of Anesthesiologists®, the acronym ASA®, ASA logo and the PRACTICE MANAGEMENT 2018 logo are registered trademarks of the American Society of Anesthesiologists. Use of the aforementioned in conjunction with promotional materials without the express written consent of American Society of Anesthesiologists is prohibited.

Use of the ASA logo, trademark, or name in conjunction with publicity must be pre-approved by ASA. ASA must not be represented as co-sponsoring an event unless it has been pre-approved by the Director of Meetings and Exhibits.

Promotion of meetings is not permitted in/around the host hotel or through "room drops". ASA does not provide its mailing list for ancillary meeting use. Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature. Brochures/fliers may be distributed from the exhibitor booth during exhibitor hours.

7. Organizations will be notified via email when their application has been received and when a decision is reached regarding use of space. Please note that both ASA and the facility have the right to move an event if ASA or the facility determines the space assigned is subsequently needed for an official ASA function or if the space is not best suited in the assigned room. Once rooms have been assigned, organizations are responsible for making all further arrangements for the event (e.g., AV, F&B requirements, billing arrangements) directly with the facility.
8. Please note that the **facility may charge for the use of the meeting room.** Room rental can be negotiated between the organization and the facility (after space assignment has been confirmed). Each function will be handled individually and issued a separate contract. All meeting room rental fees, food and beverage, audiovisual equipment rentals and other services are the responsibility of the organization. Organizations should study function contracts carefully before signing, **paying special attention to cancellation clauses.** **In the event of a canceled function, the organization may be required to pay the facility for lost revenue.** Requests for 24-hour hold on meeting space will not be honored or confirmed by ASA. Such requests will be determined at the discretion of the facility.
9. Organizations contacting the facility on their own or otherwise attempting to circumvent ASA ancillary meeting space assignment process are subject to revocation of privileges at future ASA meetings and events.

10. ASA reserves the right to accept, reject or condition acceptance, based on ASA's sole discretion, for any reason, which need not be disclosed to the organization. All outstanding obligations to ASA by the organization, including payment of all debts must be fulfilled prior to space assignment. Ancillary and satellite events (approved by ASA) shall in no way state or imply endorsement of, or support by, ASA for the event, organization, products or services discussed in announcements, advertising, on any signage or during the presentations.
11. The organization shall protect, indemnify, hold harmless and defend ASA, its officers, directors, agents, members and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation, resulting from submitter's negligence or willful misconduct; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ASA, its officers, directors, agents, members or employees.

ASA has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Organizations agree to abide by any Terms and Conditions that may hereafter be adopted. All matters or questions not covered by the above rules and regulations are subject to the discretion of ASA. These Terms and Conditions may be amended at any time by ASA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ASA to such parties.

SIGNATURE OF AGREEMENT

This application form is used to apply for function space approval. You will receive an e-mail confirmation from the ASA Schaumburg office regarding your application. In the event the ASA approves your application, by signing below you agree to the Terms and Conditions outlined in the above Ancillary/Affiliate Event Request Application and not to use the ASA or PRACTICE MANAGEMENT 2018 names or logos in the promotion of this meeting/function. By approving your application, the ASA does not endorse or sanction your meeting/function, and no such relationship should be inferred by your affiliate organization and/or its agents or implied to your meeting/function participants. Failure to adhere to the policy may result in any or all of the following actions: (1) Cancellation of event; (2) Refusal to allow organizations the opportunity to hold an event in the future.

Authorized Contact (Print Name)

Authorized Contact – Approved By Signature

Organization/Company Name

Date

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CONTACT INFORMATION *(required)*

Organization/Institution/Company Name

Ancillary/Affiliate Contact Person

Address

City

State

Zip

Phone

Fax

E-Mail

MEETING/FUNCTION TYPE

Events affecting PRACTICE MANAGEMENT 2018 attendees, who are outside of the educational programming, including but not limited to:

Staff Meeting | Reception | Reception/Dinner

Check here if this meeting/function is educational in nature.

Check here if this meeting/function has an invited speaker to present.

If checked, please identify _____

Check here if marketing materials will be produced for this function/meeting.

ASA requires review of all marketing materials prior to production and distribution for the proposed event.

REQUESTED MEETING/FUNCTION ROOM SET

Conference



Hollow Square



U-Shape



Classroom



Theatre



Banquet



Reception



MEETING/FUNCTION SPECIFICATIONS

Meeting/Function Name

Meeting/Function – Description/Purpose

Meeting/Function Date

Start Time

End Time

Expected Number of Attendees

Questions? Contact:

Erica Linskey
Meetings Coordinator
American Society of Anesthesiologists
1061 American Lane
Schaumburg, IL 60173-4973
Ph: 847.268.9102
Fx: 847.825.2085
E: e.linskey@asahq.org

ASA OFFICE USE ONLY:

Date form received: _____

Date request processed: _____

Date organizer notified: _____

Reviewed by: _____