



## **Meetings & Events Policies & Guidelines**

Exhibitors planning to hold a meeting or event must submit the Exhibitor Function Request Form to the Academy. Academy approval, which may be granted or denied at the sole discretion of the Academy, is required for all exhibitor sponsored meetings and events during the Annual Meeting. Exhibitor sponsored CME activities or subsequently produced CME activities are not permitted.

Exhibitor meetings and events, involving health care professionals (physicians, residents, medical students, physician assistants, nurse practitioners, registered nurses, and office staff), cannot be scheduled during the Academy’s educational and exhibit program hours. Meetings are permitted at the following times:

- Wednesday, March 5 ..... All Day
- Thursday, March 6..... All Day
- Friday, March 7..... Before 7:15 a.m.
- Saturday, March 8 ..... Before 7:15 a.m. & After 7 p.m.
- Sunday, March 9..... Before 7:15 a.m. & After 7 p.m.
- Monday, March 10 ..... Before 7:15 a.m. & After 5:30 p.m.
- Tuesday, March 11 ..... Before 7:15 a.m. & After 12:00 p.m.

Exhibitor meetings and events, which do not involve health care professionals, may be scheduled during the following times:

- Wednesday, March 5 ..... All Day
- Thursday, March 6..... All Day
- Friday, March 7..... Before 10 a.m.
- Saturday, March 8 ..... Before 10 a.m. & After 5 p.m.
- Sunday, March 9..... Before 10 a.m. & After 5 p.m.
- Monday, March 10 ..... All Day
- Tuesday, March 11 ..... All Day

Hospitality Suites, Social Functions and other non-CME meetings may only be held by companies that are exhibiting at the Annual Meeting. Companies requesting a hotel suite for their functions should do so through the Academy Housing Service while sleeping room requests are made.

If there is any question/concern that an activity fits within the Academy guidelines, it is recommended that the company submit the activity for approval.

Specific actions may be taken by the Academy for violation of any provision of these guidelines. Violations of any Academy policies, guidelines, rules, or regulations may result in the loss of priority points for future space assignments and/or immediate removal from the exhibit hall and/or denial of exhibit space at future meetings.

The action taken will be determined based on the particular circumstances of the violations, but in cases involving major violations, may include legal action.