

ASBMR 2015 Annual Meeting Ancillary Meeting Application

Deadline: August 31, 2015

If your company would like to obtain meeting space during the ASBMR 2015 Annual Meeting, please review the Rules and Regulations listed below and complete the Meeting Space Application. All requests shall be reviewed weekly and approved on a first-come, first-serve basis. **Space is limited, so please submit requests as soon as possible.** All applications are due on or before **August 31, 2015** for approval without incurring a late fee. Meeting space cannot be guaranteed after **August 31, 2015**

Rules and Regulations:

The purpose of these policies is to ensure meetings do not conflict with the ASBMR Scientific Program. ASBMR has fees associated with companies holding a meeting during the ASBMR's Annual Meeting, because of general expenses involved with gathering over 4,000 bone researchers in one location as well as contract negotiations at local hotels to include accommodation of ancillary events.

1. This form must be completed if you are planning ANY event that occurs between October 9 - 12, 2015 whether the meeting has a venue reserved or if you are requesting space from ASBMR.
2. Please use a separate form for each meeting or function requested. If an event is held in several different rooms, you will need one form per room. If the event is being held over several different days, and you are not holding the room on a 24 hour hold basis, you will need to submit a different form for each day.
3. The ASBMR maintains control of approval of all meeting/event requests, as well as assignment of any function or meeting space within any ASBMR held meeting/function space in Seattle, Washington. The ASBMR reserves the right to deny any requests for meetings/events or meeting space.
4. Meeting Space requests will **ONLY** be approved for companies that exhibit a minimum of 100 square feet or sponsor a minimum of \$5,000 at the ASBMR 2015 Annual Meeting or for approved universities and nonprofit organizations.
5. Cancellation of exhibit space shall result in the immediate release of any ASBMR approved function space. Fees are non-refundable.
6. ASBMR's name, logo, meeting name and/or meeting logo may **NOT** be used on any printed material. All materials must be approved by ASBMR to ensure that our name and logo are not utilized.
7. Functions may be conducted during ASBMR Approved Affiliate Event Times **ONLY**.
8. Diamond Level Sponsors will be offered (1) room for 24- hour hold from 8am on Thursday, October 8, 2015 until 11 pm on Monday, October 12, 2015 without incurring a fee. Fees apply for all other groups requiring meeting space or hospitality suites, for 24-hour holds based on availability
9. 24 Hour Hold fees will apply to any meeting, function, or space being held for 8 or more hours.
10. All attendees and organizers of an ancillary event **MUST** be a registered attendee of the ASBMR meeting. Vendors working your event (temps, etc.) must also be registered and wearing an ASBMR badge.
11. Activities are restricted to the confines of the official hotel event rooms and suites and may not be held in public areas, including but not limited to, hotel lobbies or hallways, restaurants, or sidewalks adjacent to the hotel.
12. Hospitality suites are charged a flat rate of \$700 plus the processing fee, in addition to the hotel's suite room rate.
13. Changes to the estimated number of attendees, date or event times, or room assignments must be authorized by the ASBMR. Please notify us of any requested changes immediately. In some cases, the change may need to go through the full approval process again (and require an additional processing fee). The ASBMR reserves the right to cancel ancillary functions should the information on the submitted invitation change from what was originally approved by the ASBMR.
14. The organizer of the event or meeting must take full responsibility for the event or meeting and hold harmless the American Society for Bone and Mineral Research, its officers, agents, and staff, from any and all liability associated with the event or meeting. The ASBMR will not adjudicate disputes between participants or anyone else involved in ancillary meetings.
15. No promotional materials may be distributed prior, during or after the ASBMR Annual Meeting without the prior written approval of the ASBMR. Promotional and invitation materials may not be distributed in the Annual Meeting city hotels or guest rooms (this includes placing signs/directional in hotel lobbies). All copy, advertising, etc., must be approved by the ASBMR prior to printing or mailing. Please submit all requests for approval via email to ancillaries@asbmr.org
16. Functions found to be in violation of these guidelines shall be immediately discontinued. The organization hosting the meeting waives any rights to claims of damages arising out of the enforcement of these guidelines.
17. **Signage:** Use of directional (human or signage) is not permitted for ancillary meetings. One sign, no larger than 22x28, may be posted outside your meeting room.
18. **CMEs:** We do not allow ancillary events to offer CMEs. If you're interested in ways to sponsor ASBMR's Clinical or Basic Evening, please contact Deb Kroll: dkroll@asbmr.org

Approved/Unapproved Affiliate Event Dates/Times (Subject to Change Based on ASBMR Final Program):

Date	Restricted Times	Approved Event Times
Thursday, October 8	None	8:00 am – Midnight
Friday, October 9	8:00 am – 7:00 pm	6:00 am – 8:00 am & 7:00 pm – Midnight
Saturday, October 10	8:00 am – 6:00 pm & 8:30 pm – 11:30 pm	6:00 am – 8:00 am & 6:00 pm – 8:30 pm
Sunday, October 11	8:00 am – 7:00 pm	6:00 am – 8:00 am & 7:00 pm – Midnight
Monday, October 12	8:00 am – 5:00 pm	6:00 am – 8:00 am & 5:00 pm – Midnight
Tuesday, October 13	None	8:00 am – Midnight

Frequently Asked Questions

- 1) I am a tour company that wants to secure a dinner location for all of my attendees- do I have to go through the ancillary meeting process?
 - Yes, an ancillary meeting application must be completed for all ancillary meetings. As long as the dinner is purely social (no lectures, presentations, etc.), it will fall under the “Social Event/Meeting” category when filling out the application.
- 2) What constitutes a **24 hour hold**?
 - A 24-hour hold fee is assigned to any meeting/function that lasts longer than 8 hours. .
- 3) I would like to have a space in the hotel where our staff can get together on a daily basis to relax and discuss our goals for the day. Can I book a **hospitality suite** instead of meeting space?
 - Hospitality suites are available for the hotel’s standard suite rate plus the following ancillary fees: \$700 + processing fee. Requests for hospitality suites must be submitted via the ancillary meeting request form.

Ancillary Meeting Request Application
Due by August 31, 2015 (late fee will be incurred after this date)

Company Hosting Event:		Third Party Organizing Company:	
Contact Name:	Email:		
Address:			
Phone:		Fax:	
Meeting/Event Name:			
Type of Function:			
Who is Attending Event?			
Meeting Date:		Start Time:	End Time:
Does your meeting charge a registration fee of its attendees?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Which category best describes the company hosting the event?		<input type="checkbox"/> Non-Industry (University/Nonprofit) <input type="checkbox"/> Industry or Third Party Vendor Representing Industry	
<p>If you selected Industry or Third Party Vendor Representing Industry, please answer the following questions:</p> <p>1) Are you currently a sponsor/exhibitor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Exhibiting (100 sq. ft) or Sponsoring (\$5,000) is required to hold an Ancillary Meeting.</p> <p>2) If you are not currently an exhibitor or sponsor, which are you interested in? <input type="checkbox"/> Exhibiting <input type="checkbox"/> Sponsoring</p>			
HOTEL	<p>Space is currently held at the Sheraton Seattle. We can look into other hotels for you, but the convention center is not an option.</p> <p>1st Choice: _____</p> <p>2nd Choice: _____</p>		
ROOM SET-UP		FOOD & BEVERAGE	
Number of People: _____		Please specify if your meeting will be having one or more of the following meal functions:	
Please select only one of the following:			
Set-Up Style: _____ Will you need Audio Visual: <input type="checkbox"/> Yes <input type="checkbox"/> No		Meal Type	Type of Set-up
<input type="checkbox"/> Conference <input type="checkbox"/> Theatre <input type="checkbox"/> Hollow Square <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shape <input type="checkbox"/> Rounds		<input type="checkbox"/> Breakfast	<input type="checkbox"/> Buffet in Room <input type="checkbox"/> Buffet in Foyer
		<input type="checkbox"/> Lunch	<input type="checkbox"/> Buffet in Room <input type="checkbox"/> Buffet in Foyer
		<input type="checkbox"/> Dinner	<input type="checkbox"/> Buffet in Room <input type="checkbox"/> Plated in Room <input type="checkbox"/> Buffet in Foyer
		<input type="checkbox"/> Reception	<input type="checkbox"/> Hors D'oeuvres <input type="checkbox"/> Buffet in room
Other: _____		<p>Note: Once ASBMR has approved and placed your event, a hotel representative will contact you to discuss your meeting requirements. The American Society for Bone and Mineral Research assumes no responsibility for any costs associated with the events held by your company in the space allocated. You must set-up your own account with the facility and any service providers.</p>	
<p><u>PAYMENT:</u> The attached Ancillary Payment form must be completed and submitted with the application. All fees will be charged upon receipt of the form. All fees are non-refundable.</p>			

For ASBMR Business Office Use Only

Date Received: _____ PM Approval: _____ Date: _____ CM Approval: _____ Date: _____

For additional information, please contact: Brittany Jackson, Ancillary Meeting Coordinator at ancillaries@asbmr.org or (202) 367-2340.

Ancillary Meeting Payment Form

Due by August 31, 2015 (late fee will be incurred after this date)

Company Hosting Event:		Third Party Organizing Company:	
Meeting/Event Name:			
Meeting Date:		Start Time:	End Time:

Please note: A separate ancillary form must be used for EACH meeting/event requested

Payment Worksheet

Please use the below worksheet to determine the cost of holding your ancillary meeting. This form should be completed separately for each ancillary meeting that you plan on hosting. All fees will be charged prior to the ancillary form being processed. If ASBMR is unable to find you space, then you will be refunded.

Type of Meeting	Non-Industry (University/Nonprofit) Fees	Industry or Third-Party Vendor Representing Industry Fees
Office	<input type="checkbox"/> 24 Hour Hold + Processing Fees	<input type="checkbox"/> 24 Hour Hold + Processing Fees
Hospitality Suite	<input type="checkbox"/> \$700 + Processing Fee	<input type="checkbox"/> \$700 + Processing Fee
Internal Exhibitor Meeting	N/A	Processing Fee
Social Event/Meeting (These events must be purely social in nature and may include dinner for a tour group, etc. but may NOT include any educational content nor presentations (including presentations from company hosting the event).)	<input type="checkbox"/> \$50 + Processing Fee	<input type="checkbox"/> \$100 + Processing Fee
Business/Science/Educational Meeting (These events include anything from board and committee meetings to research/advisory meetings to educational sessions and meet the expert dinners. Anything that is promotional, advisory, research related or educational falls into this category)	# of people in attendance (including staff) <input type="checkbox"/> 1 – 50 people = \$ 100 + processing fee <input type="checkbox"/> 51 – 100 people = \$ 200 + processing fee <input type="checkbox"/> 101 – 200 people = \$ 400 + processing fee <input type="checkbox"/> 200 – 300 people = \$ 500 + processing fee	# of people in attendance (including staff) <input type="checkbox"/> 1 – 50 people = \$ 2,500 + processing fee <input type="checkbox"/> 51 – 100 people = \$ 5,500 + processing fee <input type="checkbox"/> 101 – 200 people = \$ 7,500 + processing fee <input type="checkbox"/> 200 – 300 people = \$ 9,500 + processing fee
Processing Fee (required for all events)	\$25	\$200
Processing Fee for late submissions (after August 31, 2015)	\$50	\$300
Section A Subtotal:	\$ _____	\$ _____
Section B: ADDITIONAL FEES		
24 Hour Hold (per room cost)	<input type="checkbox"/> \$500 per day x _____ days = \$ _____	<input type="checkbox"/> \$500 per day x _____ days = \$ _____
Charging Registration for meeting	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$2,500
Section B Subtotal:	\$ _____	\$ _____
TOTAL DUE (Add Section A + Section B)	\$ _____	\$ _____

Method of Payment

All Fees are non-refundable and will be charged upon receipt of this form. All forms must be signed or the form will not be processed.

If you are paying by **check**: Email (ancillaries@asbmr.org) and mail the payment and original form to: ASBMR, Attn: Ancillary Department, 8659 Solution Center, Chicago, IL 60677-8006.

If you are paying by **credit card**: Once the application is received, an invoice will be provided for payment through our secure online system.

Ancillary requests will not be processed until payment is finalized.

I confirm that I have read the rules and regulations found on page 1 of this application. I agree to abide by the rules and regulations and understand that my event may be cancelled should I not adhere to these regulations. I understand that all fees are non-refundable and must be received before a meeting room assignment can be made.

Signature:		Date:	
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For additional information, please contact: Brittany Jackson, Ancillary Meeting Coordinator at ancillaries@asbmr.org or (202) 367-2340.