

Ancillary Meeting Information

Deadline: Friday, August 11, 2017

If your company would like to obtain meeting space during the ASBMR 2017 Annual Meeting, please review the guidelines listed below and complete the Ancillary Meeting Application. **Space is limited, so please submit your request(s) as soon as possible**. All applications are due on or before **August 11, 2017** for approval without incurring a late fee. After this date, meeting space cannot be guaranteed.

Ancillary Meeting Guidelines

Please review the following guidelines prior to submitting your ancillary meeting application. Additional rules and regulations can be found on page 2 of the application.

- ASBMR requires that **ALL** events being held in conjunction with the ASBMR 2017 Annual Meeting be approved and coordinated by show management
- Meeting space will be assigned on a first-come, first basis
- Meeting space will **ONLY** be approved by companies that are: exhibitors at the ASBMR 2017 Annual Meeting, sponsors of a minimum of $5000 at the ASBMR 2017 Annual Meeting, or universities and non-profit organizations
  Please note: Cancellation of exhibit space will result in the immediate release of ancillary space.
- **ALL** attendees and organizers of an ancillary event **MUST** be registered attendees of the ASBMR 2017 Annual Meeting
- ASBMR **does not allow** ancillary events to offer Continuing Medical Education (CME) credits
- The ASBMR reserves the right to deny any requests for meetings/events or meeting space

Ancillary Meeting Event Types

Please review the tables below to properly identify your meeting type. If your event does not fit into one of these event types, please email Brittany Jackson at ancillaries@asbmr.org.

ASBMR 2017 Annual Meeting Exhibitors and Sponsors

Purpose:	Internal Sales/Business Meeting	Internal Sales/Business Meeting	Investigator/Consultant Updates, Advisory Board/Business/Educational Meetings, Roundtables and Social Event	Office/24 hour space hold
Time:	Held during non-ASBMR event hours ONLY	Held during ASBMR event hours (four hour maximum)	Held during non-ASBMR event hours ONLY	24 hour-hold
Audience:	Company employees ONLY;	Company employees ONLY	Must be registered ASBMR Annual Meeting attendee	Must be registered ASBMR Annual Meeting attendee
Processing Fee:	On or before August 11: $200 After August 11: $300	On or before August 11: $200 After August 11: $300	On or before August 11: $200 After August 11: $300	On or before August 11: $200 After August 11: $300
Event Fee:	Waived	$300	1 – 50 people: $2,500 51 – 100 people: $5,500 101 – 200 people: $7,500 200 – 300 people: $9,500	$1,000 per day

Non-Profit and Academic Organizations

Purpose:	Business Meeting/Social Function Note: NO INDUSTRY SUPPORTED ALLOWED	Office
Time:	Held during non-ASBMR event hours ONLY	24 hour hold
Audience	Must be registered ASBMR Annual Meeting attendee	Must be registered ASBMR Annual Meeting attendee
Processing Fee:	On or before August 11: $50 After August 11: $75	On or before August 11: $50 After August 11: $75
Event Fee:	1 – 50 people: $100 51 – 100 people: $200 101 – 200 people: $400 200 – 300 people: $500	$500 per day

Ancillary Event Meeting Times

Please review the grid below for more details regarding when your ancillary event can be scheduled:

Date	**ASBMR Event Hours**	**Non-ASBMR Event hours**
Tuesday, Sept. 5 – Thursday, Sept. 7	None	8:00 am – Midnight
Friday, September 8	8:00 am – 7:00 pm	6:00 am – 8:00 am & 7:00 pm – Midnight
Saturday, September 9	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, September 10	6:00 am – 7:00 pm	7:00 pm – Midnight
Monday, September 11	8:00 am – 5:00 pm	6:00 am – 8:00 am & 5:00 pm – Midnight

Rules and Regulations

Event Approval

A separate form must be submitted for each ancillary meeting request. Please allow ASBMR five days to process each request. If your event is approved, you will receive a written notification of approval, as well as an invoice and payment instructions. **Room assignments will not be made until full payment is received.**

Changes to the Event

Changes to the estimated number of attendees, date or event times, or room assignments must be authorized by 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). ASBMR reserves the right to cancel ancillary functions should the information on the submitted invitation change from what was originally approved by ASBMR.

Liability

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. ASBMR will not adjudicate disputes between participants or anyone else involved in ancillary meetings.

24-Hour Hold Meeting Space Holds

Diamond Level Sponsors will be offered (1) room for 24- hour hold from 8am on Thursday, September 7, 2017 until 11 pm on Monday, September 11, 2017 without incurring a fee. Fees apply for all other groups requiring meeting space or hospitality suites, for 24-hour holds based on availability.

Promotion of Ancillary Events

No promotional materials may be distributed prior, during or after the ASBMR Annual Meeting without the prior written approval of 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 ASBMR prior to printing or mailing. Please submit all requests for approval via email to ancillaries@asbmr.org.

Use of ASBMR Logo on Printed Materials

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. Please submit all requests for approval via email to ancillaries@asbmr.org.

Hospitality Suites

Hospitality suites can be reserved at the Hyatt Regency Denver at the Colorado Convention Center at the hotel's suite rate (based on hotel availability). Hospitality suites are not subject to a processing fee. If you would like to reserve a hospitality suite, please email ancillaries@asbmr.org.

Event Violations

Functions found to be in violation of the guidelines/rules and regulations outlined in this form shall be immediately discontinued. The organization hosting the meeting waives any rights to claims of damages arising out of the enforcement of these guidelines.

Ancillary Meeting Application

Due by August 11, 2017 (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:			
Audience: Who is attending?			
Meeting Date:		Start Time:	End Time:

Does your meeting charge a registration fee of its attendees?	☐ Yes ☐ No
Which category best describes the company hosting the event?	☐ Non-Industry (University/Nonprofit) ☐ Industry or Third Party Vendor Representing Industry

If you selected Industry or Third Party Vendor Representing Industry, please answer the following questions:

1) Are you currently a sponsor/exhibitor? ☐ Yes ☐ No

Exhibiting (100 sq. ft) or Sponsoring ($5,000) is required to hold an Ancillary Meeting.

2) If you are not currently an exhibitor or sponsor, which are you interested in? ☐ Exhibiting ☐ Sponsoring

HOTEL

Space is currently held at the Hyatt Regency Denver at the Colorado Convention Center. We can look into other hotels for you, but the convention center is not an option.

1st Choice: _____

2nd Choice: _____

ROOM SET-UP

Number of People: _____

Please select only one of the following:

Set-Up Style:

☐ Conference ☐ Theatre

☐ Hollow Square ☐ Classroom

☐ U-Shape ☐ Rounds

Will you need Audio Visual:

☐ Yes ☐ No

Other: _____

FOOD & BEVERAGE

Please specify if your meeting will be having one or more of the following meal functions:

Meal Type	Type of Set-up
☐ Breakfast	☐ Buffet in Room ☐ Buffet in Foyer
☐ Lunch	☐ Buffet in Room ☐ Buffet in Foyer
☐ Dinner	☐ Buffet in Room ☐ Plated in Room ☐ Buffet in Foyer
☐ Reception	☐ Hors D'oeuvres ☐ Buffet in room

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.

PAYMENT: 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.**

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

Ancillary Meeting Payment Form

Due by August 11, 2017 (late fee will be incurred after this date)

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

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.

	Non-Profit/Academic Organizations	Industry Exhibitors/Sponsors
Office	☐ **$500 per day**	☐ **$1,000 per day**
Internal Sales/Business Meeting	**N/A**	During non- ASBMR event hours: ☐ **Waived** During ASBMR event hours: ☐ **$300** (4-hour max)
Business Meetings/Social Events	**# of people in attendance (including staff)** ☐ 1 – 50 people = $ 100 ☐ 51 – 100 people = $ 200 ☐ 101 – 200 people = $ 400 ☐ 200 - 300 people = $500	**of people in attendance (including staff)** ☐ 1 – 50 people = $ 2,500 ☐ 51 – 100 people = $ 5,500 ☐ 101 – 200 people = $ 7,500 ☐ 200 – 300 people = $ 9,500
Processing Fee (required for all events)	**$50**	**$200**
Processing Fee for late submissions (after August 11, 2017)	**$75**	**$300**
Section A Subtotal:	**$**_____	**$**_____
Section B: ADDITIONAL FEES		
Office/24 Hour Hold (per room cost)	☐ **$500 per day x ___ days = $**_____	☐ **$1000 per day x ___ days = $**_____
Charging Registration for meeting	☐ **$2,500**	☐ **$2,500**
Section B Subtotal:	**$**_____	**$**_____
TOTAL DUE (Add Section A + Section B)	$ _____	$ _____

Method of Payment

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.

Please note: Ancillary space will not be assigned until full payment is received.

I confirm that I have read the rules and regulations stated on 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:***	

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