ANCILLARY AND IN-CONJUNCTION-WITH MEETINGS & EVENTS GUIDELINES

Deadline for Submission: No later than February 9, 2018 (After this date availability of space may be very limited)

GUIDELINES

The ACMG Annual Clinical Genetics Meeting brings together over 2,500 genetics and genomics professional attendees. This presents a prime opportunity for affiliates of ACMG – i.e. exhibitors, corporate supporters, ACMG members, patient groups, and nonprofit organizations to hold meetings and events in connection with the ACMG Meeting. ACMG encourages affiliates to take advantage of this opportunity, and has established a set of guidelines to be followed when planning and hosting ancillary and In-Conjunction-With meetings during the ACMG Annual Meeting. All Ancillary and In-Conjunction-With meetings held in conjunction with the ACMG meeting must adhere to these guidelines, regardless of the meeting location.

Other than the pre-approved Satellite Symposia held on Tuesday evening, Wednesday morning and Friday morning, which are industry sponsored, ACMG will be the sole provider of all educational and scientific programming from Tuesday, April 10 through Saturday, April 14. Consequently, any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during the ACMG Annual meeting.

All meetings, events, investigator’s meetings, focus groups, committee meetings, university alumni events, and/or other types of functions held in conjunction with the ACMG Annual Clinical Genetics Meeting by exhibiting companies, attendees or other affiliates, whether at ACMG meeting facilities or at outside venues must be approved by ACMG. Such events may not be held during official ACMG events, scientific sessions, oral abstract presentations, exhibits or poster presentations. Programming and may occur only during the following times:

- Tuesday, April 10: 12:00 pm – midnight
- Wednesday, April 11: 7:00 am – 10:00 am and 7:30 pm - midnight
- Thursday, April 12: 7:00 pm – midnight
- Friday, April 13: 7:00 am – 8:30 am and 7:00 pm – midnight
- Saturday, April 14: 12:30 pm – 5:00 pm

Note: Events where attendees are invited may be held only during the above noted times. Functions involving attendees may not be held during any time that conflicts with official ACMG programming, exhibits or events. Exhibitor pre-conference staff meetings/orientations and internal corporate sales, business, or staff meetings that do not include meeting attendees may be held at any time.

Meeting space is limited and Ancillary and In-Conjunction-With meeting requests will be considered on a first-come, first-served basis. The deadline for meeting requests is Friday, February 9, 2018. Space for ancillary meetings and In-Conjunction-With meetings will be approved only to requestors who are affiliated with ACMG, such as exhibitors, corporate sponsors, nonprofit organizations, ACMG members, and annual meeting attendees. Commercial companies must be contracted exhibitors in order to request meeting space. Requests for meeting space may be rejected if a company has not signed a contract by the February 9, 2018 deadline. Hotels in the ACMG room block will not reserve meeting rooms/function space for meetings for any individuals/organizations during the ACMG meeting without prior approval from ACMG. Once approved, your company will work directly with the ACMG meeting facilities or outside venue staff to arrange for space, set up, food/beverage, audiovisual equipment, etc.
ANCILLARY AND IN-CONJUNCTION-WITH MEETINGS & EVENTS
APPLICATION FORM

Utilize this form or submit an email that includes all details noted below for review/approval of the planned function. The request will be reviewed and approval/denial will be sent to the contact person submitting the request. Upon approval, for those companies wishing to utilize space at the Convention Center or ACMG Hotels, ACMG will communicate approval to the facility and provide your company with contacts to arrange for space, set up, food/beverage, audiovisual equipment, etc. The company is responsible for all costs associated with the approved Ancillary and In-Conjunction-With meeting (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact’s responsibility to work with the designated facility to make arrangements and finalize billing. If you have questions or require additional information about Ancillary and In-Conjunction-With meeting requests, please contact Penelope Freire at pfreire@acmg.net. Return completed form to the attention of: Penelope Freire, CMP

* Email: pfreire@acmg.net

COMPANY INFORMATION

COMPANY/ORGANIZATION NAME: ____________________________BOOTH # (If exhibiting): ______________

CONTACT AND TITLE (please print) ________________________________________________________________

MAILING ADDRESS ______________________________________________________________

CITY ____________________________ STATE ____________ COUNTRY ______________________ ZIP ____________

TELEPHONE ______________ FAX __________________ EMAIL __________________

FUNCTION REQUEST

FUNCTION NAME: __________________________________________ FUNCTION TYPE: ☐ HOSPITALITY ☐ COMPANY MEETING

☐ OTHER (please describe): ______________________________________________________________________

DATE OF FUNCTION: ______________________ TIME OF FUNCTION: (Begin) __________ (End) __________

ATTENDANCE BY INVITATION ONLY? ☐ YES ☐ NO

ATTENDEES: ☐ COMPANY PERSONNEL ☐ MEETING ATTENDEES EXPECTED ATTENDANCE: __________

AGREEMENT: The individual signing this application form is an authorized representative of the company with the full power and authority to sign and deliver this agreement. A signature on this application indicates understanding and agreement to comply with all policies terms and conditions outlined in the Ancillary and In-Conjunction-With Guidelines. Additionally, as the organizer, I am aware that our organization is responsible for all costs associated with this meeting or event, including food and beverage, audio/visual equipment and service, music license fees, hotel labor costs, etc. The function organizer will also take full responsibility for the event/meeting and will hold harmless ACMG, their officers, agents, and employees from any and all liability associated with the ancillary or In-Conjunction-With meeting.

Name: __________________________________________ Signature: __________________________ Date: _____________