

In Booth Presentation Submission Instructions:

Deadline to submit for inclusion in ASA Printed Promotional Materials: Wednesday, August 1

ASA recognizes that many exhibitors feature in booth presentations as a tool to draw attendees to their exhibit. This type of activity is a benefit to all exhibitors. ASA will be promoting these in booth presentations through onsite signage, a schedule included on the mobile app, and more.

Please submit the details on the form to be included in the promotional materials. Information submitted must be comprehensive. Partial details will not be utilized in promotional materials.

NOTE: In-booth presentations are considered a booth activity and must be submitted to review and approval. We are asking you submit the In Both Presentation Form for this activity as a Required Form through the [Exhibitor Resource Center](#).

Please keep in mind the following rules and regulations which pertain to in booth presentations and activities:

- In booth presentations of educational content are prohibited unless specifically authorized by ASA. In accordance with the guidelines of the Accreditation Council for Continuing Medical Education, at no time and in any form, are exhibitors allowed to offer CME credit.
- The use of key opinion leaders or company employees to promote exhibitor products is permitted within the exhibit space; however, ASA leadership and/or physician presenters on the ANESTHESIOLOGY 2018 program are expressly prohibited from promoting exhibitor products.
- Crowd Control:
 - Adequate space for presentations must be provided within the exhibitor's contracted booth space
 - Presentations must be confined to the exhibit space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits
 - Exhibitors anticipating large crowds are responsible for keeping aisles around their space clear
- Presentations should be directed into the booth and not into the aisle. Live presentation and product demonstration areas should be positioned well within the freeform setback requirements.
- Booths measuring 20'x20' or larger may use microphones inside booths to explain products
- Live music is prohibited
- Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits.
- Sound must be at a level that does not disturb neighboring exhibits (80 decibels when measured by ASA Exposition Management from any adjacent aisle)

For additional information, please review the [Exhibitor Rules and Regulations](#) related to booth activities on pages 4-7.

Questions? Please contact Stephanie Houck, Exhibit Operations Manager



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