

SATELLITE EVENT GUIDELINES
ASRM SCIENTIFIC CONGRESS & EXPO
ANAHEIM CONVENTION CENTER • ANAHEIM, CA • OCTOBER 22 - 26, 2022

What is a Satellite Event?

Satellite Events are pre-approved exhibitor-sponsored events held during the ASRM Scientific Congress & Expo. Satellite Events are often held as a social event, reception, dinner, hospitality suite, press conference/medial event, staff meeting/training, focus group, or a non-CME educational activity. Satellites events are held outside of the main conference venue (examples: hotels, restaurants, other venues).

A list of Satellite Events and Fees are listed below.

How do I apply for a Satellite Event?

Exhibiting companies must submit the Satellite Event Request Application (attached) with payment of Fee not later than **August 1, 2022**. All Satellite Events are assessed a service fee and require pre-approval by ASRM.

When will I be notified of application approval status?

Review and processing of applications begins **August 1, 2022**. Notifications of application approval status will be communicated by **August 15, 2022**. Please note that applications requesting hotel space within the ASRM hotel block may be delayed pending finalization of all ASRM Congress-related meetings. Requested venue(s) that are outside of the ASRM hotel block or other ASRM-venues may be processed more expediently.

Satellite Event Rules

- Applications are processed in the order received. Applications are due by **August 1, 2022**, and should be emailed to Lyndsey Patton at Lpatton@asrm.org.
- Satellite Events are not permitted during official ASRM Congress hours. Please see application for permitted dates/hours.
- For approved applications, ASRM must also review and approve announcements, invitations, promotions, and/or other materials used in conjunction with the Satellite Event and intended for distribution to ASRM congress attendees. All such collaterals should be sent to Keith Ray at kray@asrm.org by **September 15, 2022**.
- Only exhibiting companies are eligible to apply for a Satellite Event. If an exhibiting company cancels exhibit space, the satellite event is also cancelled.
- Satellite Events may not include fund raising activities on behalf of the sponsoring organization or any other organization.
- Unauthorized Satellite Events are not permitted and may result in the loss of exhibiting privileges at future ASRM Congress & Expo meetings and other ASRM regional meetings.
- Unauthorized events are not permitted in any hotel within the ASRM hotel block or other locations within the venue city between October 22-26, 2022.

Questions:

American Society for Reproductive Medicine

Lyndsey Patton

Phone: (205) 978-5000, ext.129

Email: lpattton@asrm.org

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Types of Meetings

Exhibitors may, with ASRM approval, hold certain types of exhibitor-supported Satellite Events during the ASRM Scientific Congress & Expo. Types of permitted meetings include:

Non-CME Symposium/Satellite Events – An educational symposium or event which does not provide CME credits to participants. This can include any event that features key presenters or discusses company services or products, abstracts or posters. The fee provides access to the ASRM Congress participants but does not include hotel charges for room rental, audio visual, food, airline travel, etc.

Fees: Less than 100 participants - \$4,000 • 101 – 250 participants - \$8,000 • 250+ participants - \$12,000

Social Event – Events are recognized as social functions if they provide no educational portion. For example: receptions, dinners, breakfasts at which no featured, scheduled, or impromptu speaker will provide an educational presentation, no posters or abstracts available and/or no discussion of company services/products. This includes all social events to which ASRM Scientific Congress & Expo delegates are invited.

Fees: Less than 100 participants - \$3,000 • 101 – 250 participants - \$5,000 • 250+ participants - \$8,000

Focus Group - Demographic target group of people used to gather opinions or data descriptive of the population represented by the sample selected. Groups of 15 people or less and is one day only.

Fee: \$1,500

Hospitality Suite – A meeting room or suite to which ASRM Congress attendees may go during non-restricted times to meet with representatives of a company. If additional satellite/social event(s) occurs within the suite (for example: non-CME educational presentation) additional satellite/social event fee(s) may apply.

Fees: \$2,500 per day

Staff Meeting – Meeting space for staff meetings must be submitted through ASRM. Staff meetings may include staff debriefings, trainings, etc. Staff meeting space must be for exhibit staff use only and will be required to follow the same restricted meeting schedule as assigned to symposia/social/satellite events, with one exception: staff meeting space may be requested for anytime on Saturday and Sunday. If you require meeting space, you must complete the satellite event application, and a letter must accompany the application stating that only employees of the exhibiting company or organization will be in attendance.

Fees: \$300 per day

Investigator Meeting – An investigator meeting is held by a clinical trial sponsor to conduct protocol and GCP training and allow participants an opportunity to ask questions about clinical trial conduct. The meeting typically includes clinical research associates, clinical research coordinators, clinical investigators, medical monitors, quality assurance, and senior management.

Fees: Less than 100 participants - \$2,000 • 101 – 250 participants - \$4,000 • 250+ participants - \$6,000

SATELLITE EVENT APPLICATION

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Meeting space for Satellite Event(s) is secured on a space-available basis only. Please use a separate application for each event requested. Exhibitors must complete this application if planning an event between October 22-26 in Anaheim, California Please refer to the Satellite Event Guidelines for additional information. **Satellite Event application deadline is August 1, 2022.**

Company Name:	
Contact:	
Street Address:	
City, ST, Zip:	
Country:	
Phone:	
Email:	

Restricted Times

No activities of any kind may be scheduled during the official program or activities of the ASRM Scientific Congress & Expo. All morning symposia/events must end by the AM time listed below and all afternoon symposia/events may not start prior to the listed PM time.

Saturday	October 22	8 a.m. – 5 p.m.
Sunday	October 23	8 a.m. – 5 p.m.
Monday	October 24	8 a.m. – 6 p.m.
Tuesday	October 25	8 a.m. – 6 p.m.
Wednesday	October 26	8 a.m. – 5 p.m.

EVENT DETAILS

Please check what type of event you are planning between October 22 - 26, 2022:

- Non-CME Symposium
 Social Event
 Focus Group
 Staff Meeting
 Investigator Meeting
 Other

Preferred date and time of event/symposium. Please list three selections:

1. _____ 2. _____ 3. _____

Preferred hotel/facility of event/symposium. Please list three selections:

1. _____ 2. _____ 3. _____

Name of Event: _____ **# of Attendees:** _____

Description of Event: _____

Please list all Speakers: _____

Room Set-Up:
 Reception
 Theater
 Rounds
 Classroom
 Conference
 Other _____

Will food & beverage be served?
 Yes
 No
 If yes please specify _____

The Exhibitor agrees to notify ASRM in writing of any changes in the content of this application prior to the ASRM Scientific Congress & Expo. The Exhibitor agrees to abide by all rules and regulations governing exhibitor-supported satellite events as detailed herein and in the Satellite Event Guidelines. ASRM reserves the right to deny any application for an event. ASRM will do its best to assign the space requested according to your needs listed above. ASRM does not guarantee any accommodations. This agreement is not valid until approval has been granted by ASRM.

Signature of Authorized Exhibit Company Representative: _____ **Date:** _____

INVOICE INFORMATION

Billing Address: _____

Attn: _____

Phone: _____ **Email:** _____

Please submit application to: ASRM • Attn: Lyndsey Patton • Phone: (205) 978-5000, ext.129
 Email: lpatton@asrm.org • Fax (205) 978-5005