

# ASRM EXHIBITOR SATELLITE EVENT APPLICATION

## ASRM EXHIBITOR SATELLITE EVENT GUIDELINES ASRM SCIENTIFIC CONGRESS & EXPO

ASRM Exhibitor Satellite Events are exhibitor-sponsored events that may be held during the ASRM Scientific Congress & Expo at dates and times that do not conflict with ASRM programming. Examples of Exhibitor Satellite Events are social and networking events, receptions, dinners, press conferences, and media events such as video news releases, product announcements, staff meetings, focus groups, or educational activities. **All exhibitor satellite events must be registered and approved by ASRM. Applicable fee(s) apply.**

Applicants requesting to host an event during the ASRM Scientific Congress & Expo must meet the following criteria:

1. Must be an approved ASRM exhibitor with fully paid exhibitor status.
2. Must submit the ASRM Satellite Event Application by August 1. Applications are processed in the order received.
3. Must agree to the ASRM Satellite Event Rules and Guidelines
4. Must agree to assume all costs for planning and implementation, including hotel fees, A/V fees, food & beverage, and all other related costs, as applicable.

### **Satellite Event Rules and Guidelines**

#### **Application Review and Processing**

Review and processing of applications begins on or before August 1 each year. Requests for ASRM hotel meeting space or other ASRM venue(s) are subject to availability. Notifications of application approval status will be communicated on or before August 15. Application for hotel space within the ASRM hotel block may be delayed pending the finalization of all ASRM Congress-related meetings. Requested venue(s) that are outside of ASRM's hotel block or other ASRM venues may be processed more expediently.

#### **Approval of Promotional Materials**

All promotional materials, invitations, and similar meeting collaterals (print and digital) must be submitted to ASRM for review and approval prior to distribution to ASRM attendees.

#### **Cancellation of Exhibitor Space**

Cancellation of exhibitor space whether voluntarily or involuntarily also cancels the Satellite Event(s).

#### **Restricted Times**

Satellite Events are permitted only during non-restricted times, as stated in the application.

#### **Non-Permitted Activities**

Satellite Events may not include fundraising activities on behalf of the sponsoring organization, or any other organization (except on behalf of ASRM with prior written approval), or cause.

No unauthorized activities/events may be held in any of ASRM hotel blocks or any location in the city in which ASRM is hosting the ASRM Scientific Congress & Expo.

#### **Non-Compliance**

Failure to comply with ASRM Satellite Event Rules and Guidelines may result in loss of exhibitor eligibility for future years. Non-approved Satellite Events will be assessed the appropriate Satellite Event Fee. Non-payment of an assessed fee(s) may cancel existing or future exhibitor space, at the sole discretion of ASRM.

#### **Questions:**

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# ASRM EXHIBITOR SATELLITE EVENT APPLICATION

ASRM Exhibitors may apply to host certain types of exhibitor-sponsored Satellite Events during the ASRM Scientific Congress & Expo. Types of permitted events and fees are outlined below.

## Fee Schedule

| EVENT TYPE   | PARTICIPANTS   | FEE   |
|--|--|---|
| <p><b>Non-CME Symposium/Satellite Events</b><br/>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 ASRM Congress participants but does not include hotel charges for room rental, audiovisual, food, airline travel, etc.</p> <p style="text-align: center;">**Not permitted during ASRM Scientific Program times **</p>                                      | <p>Up to 100</p> <p>101 – 250</p> <p>250+</p>  | <p>\$5,000</p> <p>\$10,000</p> <p>\$14,000</p>  |
| <p><b>Social Event</b><br/>Events are recognized as social functions if they provide no educational portion. Examples are receptions, dinners, and 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 &amp; Expo delegates are invited.</p> <p style="text-align: center;">**Not permitted during ASRM Scientific Program times **</p> | <p>Less than 100</p> <p>101 – 250</p> <p>250+</p>  | <p>\$4,500</p> <p>\$7,500</p> <p>\$10,000</p>   |
| <p><b>Small Groups (1-25 attendees)</b></p> <ul style="list-style-type: none"> <li>Focus Group</li> <li>Client Meeting</li> <li>Exhibitor Staff Meeting</li> <li>Investigator Meeting</li> </ul> <p>(Events greater than 25 attendees are subject to additional review)</p>  | <p style="text-align: center;">ASRM<br/>Hotel/Venue</p><br><br><br><br><br><br><p style="text-align: center;">Non-ASRM<br/>venue</p> | <br><br><br><br><br><br><p>\$1,500 (half-day)</p> <p>\$3,500 (full day)</p><br><br><br><br><br><p>\$2,500</p> |
| <p><b>Investigator Meeting (Large)</b><br/>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.</p> <p style="text-align: center;">**Not permitted during ASRM Scientific Program times **</p>                                       | <p>Up to 100</p> <p>101 – 250</p> <p>250+</p>  | <p>\$2,000</p> <p>\$4,000</p> <p>\$6,000</p>  |

# ASRM EXHIBITOR SATELLITE EVENT APPLICATION

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 during ASRM Scientific Congress & Expo. Please refer to the Satellite Event Guidelines for additional information. The **Satellite Event application deadline is August 1.**

**\*\*Restricted Event Times\*\***

Sunday: Satellite Events are not permitted between 6:00 PM - 10:00 PM

Monday-Wednesday: Events <25 attendees, no restrictions; Events > 25 attendees not permitted between 8:30 AM - 5:00 PM

Select event types with fewer than 25 attendees may be eligible events held during the official ASRM 2024 Scientific Congress & Expo. Symposia or similar large sessions, regardless of nature, are not permitted Monday-Wednesday between the hours of 8:30 AM – 5:00 PM

**EXHIBITOR/APPLICANT INFORMATION**

|                         |  |
|-------------------------|--|
| <b>Company Name:</b>    |  |
| <b>Exhibit booth #:</b> |  |
| <b>Street Address:</b>  |  |
| <b>City, ST, Zip:</b>   |  |
| <b>Country:</b>         |  |
| <b>Contact:</b>         |  |

**EVENT DETAILS**

Please check what type of event you are planning:

- 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: \_\_\_\_\_

Number 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: \_\_\_\_\_

Check this box if the organization requests that ASRM waive their satellite event fee

Please explain why the organization is requesting the fee to be waived: \_\_\_\_\_

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 accommodation. This agreement is only valid once approval has been granted by ASRM.

Signature of Authorized Exhibit Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Satellite Event Fee / Invoice Information

Billing Address: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_