

# 19th International Myeloma Society Annual Meeting

AUGUST 25-27, 2022 • LOS ANGELES, CA

## ANCILLARY EVENT SPACE GUIDELINES

The IMS Annual Meeting brings together myeloma experts from around the world to discuss basic, preclinical and clinical aspects in the biology and treatment of multiple myeloma.

The IMS Annual Meeting presents a prime opportunity for affiliates of the IMS – exhibitors, corporate supporters, patient groups, and nonprofit organizations – to hold meetings and events in connection with the three-day workshop. The IMS Annual Meeting encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings. All ancillary meetings held in conjunction with the workshop, from Thursday, August 25, 2022 through Saturday, August 27, 2022 must adhere to these guidelines, regardless of the meeting location.

### A. ANCILLARY MEETING EXAMPLES

Other than the pre-approved events which are industry-sponsored, non-CME certified meetings held in conjunction with the IMS Annual Meeting, the IMS will be the sole provider of all educational and scientific programming from Thursday, August 25 through Saturday, August 27. Consequently, **any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these three days.** Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- **Private food and beverage functions** that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited.
- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate.
- **Patient group or nonprofit organization meetings**
- **Internal sales, business, or staff meetings** for exhibitors who are participating in the IMS Annual Meeting, provided that such meetings are closed to other IMS Annual Meeting attendees. These meetings can be held at any time.

### B. ANCILLARY MEETING REQUESTS

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

- All ancillary meetings held during the 2022 IMS Annual Meeting must be approved by the IMS. To obtain approval, an Ancillary Meeting Room Request must be submitted to the IMS Annual Meeting.
- There is a \$1,000 non-refundable fee per approved event request. This fee will be waived for corporate sponsors supporting the IMS Annual Meeting at a Silver level or higher.
- Meeting space is limited and Ancillary Meeting Room Requests that comply with these guidelines will be considered on a first-come, first-served basis.
- Space for ancillary meetings will be provided only to requestors who are affiliated with the IMS Annual Meeting, such as exhibitors, corporate sponsors, nonprofit organizations, IMS Annual Meeting members, and IMS Annual Meeting registered attendees.
- Hotels in the IMS Annual Meeting room block will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the 2022 IMS Annual Meeting without prior approval from the IMS Annual Meeting.

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- The main contact is responsible for all costs associated with the approved ancillary meeting (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact's responsibility to work with the hotel to make arrangements and finalize billing.

If you have questions or require additional information about the 2022 IMS Annual Meeting Ancillary Meeting Room Requests, please contact [imsregistration@spargoinc.com](mailto:imsregistration@spargoinc.com).

## C. DATES AND TIMES OF ANCILLARY MEETINGS

- Ancillary meetings will not be permitted during hours that conflict with the IMS Annual Meeting programming as outlined below.
- Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by the IMS Annual Meeting.
- Meetings must start and end within the approved times listed below:

Date	Morning	Lunch	Evening
Wednesday, August 24	No time restrictions; events can be held all day		
Thursday, August 25	Event must conclude <u>prior to 7:00am</u>	Not available	Not available
Friday, August 26	Event must conclude <u>prior to 7:00am</u>	Not available	Event may begin <u>after 8:15pm</u>
Saturday, August 27	Event must conclude <u>prior to 7:00am</u>	Not available	Event may begin <u>after 7:00pm</u>

## D. PROMOTION OF ANCILLARY MEETINGS

- All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the 19<sup>th</sup> International Myeloma Society Annual Meeting.* The use of any IMS logo or likeness on promotional materials is strictly prohibited.
- Promotion of meetings is not permitted in/around the convention center, in the headquarter hotels, or through "room drops." This includes individuals walking or standing with signage.

## E. SIGNAGE

- One (1) sign no larger than 22x28 is permitted outside of the meeting room.
- Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature and must be approved by IMS.

## F. RELEASE AND INDEMNIFICATION of the IMS/IMS Annual Meeting

The sponsor of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and the IMS Annual Meeting has no such responsibility; (b) the IMS Annual Meeting's approval of the ancillary meeting request signifies only that the IMS Annual Meeting will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and (c) it will release, indemnify, defend, and hold harmless the IMS Annual Meeting and its officers, directors, employees, agents and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

**NOTE:** *The IMS reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future IMS annual meetings and, if an exhibitor, their priority point standing may be impacted.*