

SATELLITE EVENT GUIDELINES

ASRM SCIENTIFIC CONGRESS & EXPO

PENNSYLVANIA CONVENTION CENTER • PHILADELPHIA, PA • OCTOBER 12 - 16, 2019

Satellite Events are exhibitor sponsored events held during the ASRM Scientific Congress and Expo (except during restricted times) such as social events, receptions, dinners, hospitality suites, press conferences, media events such as video news releases, product announcements, staff meetings/trainings, focus group discussions, and educational activities.

Because ASRM brings attendees and industry professionals to one convenient location and these events are associated with the ASRM Congress and Expo, we require Satellite Events to be registered and approved with the appropriate fee.

Satellite Event Rules and Guidelines

Exhibiting companies desiring to host an event during the ASRM Scientific Congress and Expo must register their Satellite Event(s) by submitting the Satellite Event Application no later than August 15, 2019. Applications and requests for space are processed in order by the date received. Requests for events or meeting rooms will not be processed unless the Exhibit Application and exhibit fees have been received by ASRM.

To request event/meeting space through ASRM, exhibitors must submit a completed Satellite Event Application.

Failure to notify ASRM about exhibitor-sponsored events, and/or to comply with these rules, will result in suspension of the event/function and could result in loss of exhibition privileges.

No Satellite event may be scheduled during the official program or activities of the ASRM Scientific Congress & Expo.

ASRM must approve, prior to printing, all announcements, invitations and other materials intended for distribution to ASRM Scientific Congress & Expo attendees to promote your satellite event.

If an exhibitor cancels their exhibit space, they may not host a satellite event, social event, or any unofficial activity during the ASRM Scientific Congress & Expo.

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

No unauthorized activities/events may be held in any of the ASRM hotel block or any location in the city in which ASRM is hosting its Scientific Congress & Expo between October 12-16, 2019.

Questions:

American Society for Reproductive Medicine
Cara Dawn Byford
Phone: (205) 978-5000, ext.129
Email: cbyford@asrm.org

SATELLITE EVENT APPLICATION

ASRM SCIENTIFIC CONGRESS & EXPO

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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 12-16 in Philadelphia, Pennsylvania. Please refer to the Satellite Event Guidelines for additional information. **Satellite Event application deadline is August 15, 2019.**

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 12	8 a.m. – 5 p.m.
Sunday	October 13	8 a.m. – 5 p.m.
Monday	October 14	8 a.m. – 6 p.m.
Tuesday	October 15	8 a.m. – 6 p.m.
Wednesday	October 16	8 a.m. – 5 p.m.

EVENT DETAILS

Please check what type of event you are planning between October 12 - 16, 2019:

CME Symposium 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 CME credits be given? Yes No If yes, please describe: _____

Will food & beverage be served? Yes No If yes, please describe: _____

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, if in ASRM's opinion it does not serve the best interests of its members or is considered inappropriate. ASRM will do its best to assign the space requested according to your needs listed above; however, ASRM does not guarantee any accommodations. This agreement is not valid until approval has been received from ASRM.

Signature of Authorized Exhibit Company Representative: _____ Date: _____

INVOICE INFORMATION

Billing Address: _____

Attn: _____

Phone: _____ Email: _____

Please submit application to: ASRM • Attn: Cara Dawn Byford • Phone: (205) 978-5000, ext.129
Email: cbyford@asrm.org • Fax (205) 978-5005

SATELLITE EVENT APPLICATION

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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:

CME Symposium/Satellite Events – An educational symposium or event which does provide CME credits to participants. This includes, but is not limited to, commercially supported symposia. It is the sole responsibility of the company requesting the Satellite Event to provide the attendees with CME credits.

Fees: Less than 100 participants - \$5,000 • 101 – 250 participants - \$10,000 • 250+ participants - \$15,000

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