

# AFFILIATE MEETING SPACE FUNCTIONS

## POLICIES & PROCEDURES

### Requesting Meeting Space

All meetings and events hosted by industry, attendees, or non-attendees must be submitted to ASCRS through the online space application process and must be approved by ASCRS.

Affiliate functions are defined as meetings, events, dinners, a private room, and any off-site function that requires its own space outside of your exhibit booth and outside of the Convention Center.

You are required to submit an application for approval if your affiliate function includes any of the following elements:

- an invitation
- registration
- a presentation
- celebration
- advisory meeting
- filming and interview rooms
- has educational or informative components

If you are not sure if your function qualifies as an affiliate function, please contact Kyle Bixby, [kbixby@ascrs.org](mailto:kbixby@ascrs.org), to confirm before submitting an application.

*Please note: ASCRS does not permit affiliate functions to take place at the Convention Center.*

**Applications will open on September 1, 2025. Do not attempt to make reservations directly with venues before approval. This will forfeit your request for space.**

- An application must be submitted even if the event is for industry or staff only.
- An application is required to be submitted for each day a meeting or event is being held.
- An application must be submitted even if it's not at one of the ASCRS official hotels.
- An application is required for any restaurant or private dining space located within a hotel.

If you are requesting function space at a location that is not listed in the hotel selection, you are still required to apply for function space through the online application process and note the requested location in the application.



All space assignments are subject to availability, and requests are handled on a first-come, first-served basis. Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

ASCRS is not responsible for, and has no authority over, any charges incurred by the hotel or by approved or external vendors. All charges are the sole responsibility of the company hosting the affiliate event.

### Hospitality Suites

Hospitality suites fall under the affiliate function policy and follow all rules and regulations set forth by the affiliate function policy and procedures listed here. Please contact Kyle Bixby, [kbixby@ascrs.org](mailto:kbixby@ascrs.org), prior to submitting your application to see if you qualify for a Hospitality Suite.

Once your function is approved, ASCRS will contact your requested properties to verify availability. After the hotel confirms and approval is secured, you will coordinate directly with the hotel to manage all event logistics.

## Affiliate Meeting Space Functions *(continued)*

### Confirmed Exhibitors

A non-refundable administrative fee will be required at the time of the application per function, per day. The pricing tiers for submitting your affiliate requests are as follows:

- September 1–December 31: \$500
- January 1–March 27: \$650

**On/after March 28:** Final/last minute requests will vary depending on hotel availability. If space is available, the administrative fee will be \$850.

### Non-Exhibiting Companies

A non-refundable administrative fee will be required at the time of the application per function, per day. The pricing tiers for submitting your affiliate requests are as follows:

- September 9–December 31: \$4,000 per event, per day
- January 1–April 10: \$5,000 per event, per day
- On/after April 11: \$6,000 per event, per day

Non-exhibiting companies are not permitted to have meeting space at the following hotels:

- Marriott Marquis Washington, D.C.
- The Westin DC Downtown
- AC Hotel Washington DC Convention Center

Meeting/space requests may not be longer than 4 hours and must not be during blackout hours.

### Affiliate Application Payments

Payments must be made at time of application using one of the following credit cards: American Express, Discover, Mastercard, VISA

**CHECKS, WIRES, AND ACH WILL NOT BE ACCEPTED AS A FORM OF PAYMENT FOR AFFILIATE FUNCTIONS.**

### Marketing Policies

ASCRS does not endorse or sanction any affiliated function. Use of the ASCRS and its subsidiaries' names or logos in conjunction with these events is strictly prohibited.

Confirmed affiliate function holders may promote their event via mailed advertisements using the official ASCRS attendee mailing list, available for purchase in the Exhibitor Resource Center. Please note that the list does not include email addresses. The request form will be available in December. Electronic invitations may be sent using the exhibitor's own distribution system; ASCRS does not provide electronic distribution. All invitation pieces must be submitted to [exhibits@ascrs.org](mailto:exhibits@ascrs.org) for review and approval. Revisions may be requested.

**You are permitted one (1) sign directly in front of your meeting or event space.** Signage is not allowed outside the vicinity of a competing exhibitor's meeting or event. If competing companies are hosting events at the same hotel or venue on the same day, external marketing must be





# Affiliate Meeting Space Functions *(continued)*

limited to the immediate area in front of your designated space. Marketing efforts may not interfere with or detract from another exhibitor's event or promotional activities. Any external personnel engaged in marketing must maintain appropriate behavior and professional attire at all times.

## ASCRS Meeting Space Approval Process

All functions must be scheduled so as not to interfere with the ASCRS, ASOA, and EyeWorld programs, breaks, events, and lunches. Events that are submitted that conflict with the outlined dates and times will not be approved.

ASCRS reserves the right to attend/monitor all affiliate function meetings without notice. Violators will risk their participation in future ASCRS Annual Meetings.

## AFFILIATE FUNCTION EVENT HOURS

The time periods listed reflect when any aspect of the event may begin including onsite registration and/or a reception.

An attendee may be an ophthalmologist, optometrist, practice administrator, technician, nurse, another exhibitor, and/or anyone considered to be a health professional.

Affiliate meetings and functions may be held beginning Thursday, April 9–Monday, April 13 within the following time periods (please note, there is limited availability):

<b>Thursday, April 9</b>	No restrictions, affiliate functions can be held at anytime.
<b>Friday, April 10*</b>	Prior to 8:00 a.m. & after 5:30 p.m.
<b>Saturday, April 11</b>	Prior to 8:00 a.m. & after 5:30 p.m.
<b>Sunday, April 12**</b>	Prior to 8:00 a.m. & after 5:30 p.m.
<b>Monday, April 13</b>	Prior to 8:00 a.m. & after 5:30 p.m.

*\*The ASCRS Foundation Party For a Purpose takes place on Friday, April 10 from 8:00–11:00 p.m.*

*\*\*The ASCRS Annual Film Festival Reception and Ceremony is on Sunday, April 12 from 5:15–7:00 p.m.*

## Third-Party Coordinator Information

Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations for the ASCRS Annual Meeting among its staff and affiliates. Any violations by a third party will be considered a violation by the company and will be dealt with as outlined in the exhibitor rules and regulations. Companies using a third party to coordinate their off-site events are required to have their contact information included in the online application.

## Sponsored and Unofficial Satellite Symposiums

Sponsored or unofficial satellite symposia held during the ASCRS and ASOA meetings are organized by commercial companies and are not affiliated with the ASCRS or ASOA Annual Meeting, nor are they part of the official program. These events will not be listed in ASCRS or ASOA program materials. Exhibitors and non-exhibiting companies wishing to promote their function may purchase an official ASCRS or ASOA attendee mailing list to send physical mailers or invitations. Please note that these mailing lists do not include email addresses. Electronic invitations may be distributed using the company's own system; ASCRS and ASOA do not provide electronic distribution services. All invitation materials must be submitted to [exhibits@ascrs.org](mailto:exhibits@ascrs.org) for review and approval. Revisions may be requested.

## Questions Regarding Affiliate Functions

If you have any questions in regard to meeting space or need to make changes to your event after you have



## Affiliate Meeting Space Functions *(continued)*

submitted your application/the location has contacted you, please email Kyle Bixby, [kbixby@ascrs.org](mailto:kbixby@ascrs.org).

### Policy Regarding Unapproved Functions

In order to maintain the integrity of the meeting for all attendees and exhibitors, the following enforcement policy will be enacted for all affiliate meetings. ASCRS will speak with the hotel/venue, company contact listed on the application, or other personnel with managerial responsibility and require that the affiliate function be shut down during show hours for all violations.

#### 1st Offense

The exhibiting company hosting the function will have their Priority Points accrued during the current year reduced by 50%. They may also be prohibited from requesting meeting space for the following year. In addition, the exhibitor will not receive any Priority Points accrued for either the housing or the consecutive years attending.

#### 2nd Offense

The exhibiting company hosting the function will lose all Priority Points accrued during the calendar year and

will receive no Priority Points for the remaining portion of the year. ASCRS will not permit the company to host or act as a meeting planner for any affiliate function for the following 2 years. Additionally, the company may be prevented from exhibiting at or attending the following ASCRS Annual Meeting.

#### 3rd Offense

ASCRS will prohibit the exhibiting company hosting the function from exhibiting at the next ASCRS meeting.

The exhibitor will lose all Priority Points accrued during the calendar year and will receive no Priority Points for the remaining portion of the year. ASCRS will not permit the company to host or act as a meeting planner for any affiliate function the following 5 consecutive years.

ASCRS appreciates the need for each firm to conduct business in an effective and efficient manner during the course of the meeting and is pleased to note that the large majority of exhibitors comply with our policies, enabling our attendees to enjoy the full scope of educational and social content offered by both ASCRS and our industry partners.

