

## 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, and any off-site function that requires its own space outside of your exhibit booth or private room at a venue or restaurant.

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 & interview rooms
- ▶ has educational or informative components

If you are not sure if your function qualifies as an affiliate function, please contact ASCRS to confirm before submitting an application.

### Applications will open November 14.

- ▶ 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 must be submitted for any venue space or restaurant space.

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

The meeting space application can be found within your exhibitor dashboard starting November 14. Requests can only be made online. Payment is due at time of submitting your application; otherwise the request will not be sent through the database and ASCRS will not be notified.

All space assignments are subject to availability, and requests are handled on a first-come, first-served basis.

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 Samantha Engler, [sengler@ascrs.org](mailto:sengler@ascrs.org), for details.

## CONFIRMED EXHIBITORS

A non-refundable administrative fee of \$500.00 will be required at time of application per function, per day up until **February 20**. Space requests made on or after **February 21** will be charged a non-refundable \$750.00 administrative fee.

## NON-EXHIBITING COMPANIES

A non-refundable administrative fee of \$4000.00 will be required at time of application per function, per day.

## 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.**

## POLICIES AND PROCEDURES

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.

ASCRS will not be held responsible for any charges incurred by approved or outside vendors. All charges are the sole responsibility of the company hosting the affiliate event.

You may promote your affiliate function by sending a mailed advertisement or eblast. The attendee mailing list request form will be available in the Service Kit in December. Please send your mailer and eblast to the Exhibits Team at [exhibits@ascrs.org](mailto:exhibits@ascrs.org) for review and approval. Changes may be requested.

## 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.

You are allowed one sign in front of your meeting room. Signage for your event is not permitted in lobby spaces or where it will interfere with other events and meetings taking place.

## CORPORATE AFFILIATE MEETINGS

Corporate affiliate meetings are defined as functions that include only the exhibiting company personnel and no meeting attendees.

These meetings may be scheduled anytime from May 4–8, 2023, provided meeting space is available at the requested location.

All Corporate Affiliate Meetings must be submitted to ASCRS through the meeting space application process and must be approved by ASCRS. There are no blackout times for industry-only events and meetings.

## AFFILIATE FUNCTIONS

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

### AFFILIATE MEETINGS WITH 100 OR FEWER PROFESSIONAL ATTENDEES

A professional attendee is defined as an ophthalmologist, optometrist, practice administrator, technician or nurse, and/or anyone considered to be a health professional.

Affiliate meetings and functions that include the attendance of less than 100 professional attendees may be held beginning **Thursday, May 4–Monday, May 8** within the following time periods (please note there is limited availability):

Thursday, May 4	Any time
Friday, May 5	Prior to 8:00 a.m. & after 5:30 p.m.
Saturday, May 6	Prior to 8:00 a.m. & after 5:30 p.m.
Sunday, May 7	Prior to 8:00 a.m. & after 5:30 p.m.
Monday, May 8	Prior to 8:00 a.m. & after 5:30 p.m.

### AFFILIATE MEETINGS WITH MORE THAN 100 PROFESSIONAL ATTENDEES

A professional attendee is defined as an ophthalmologist, optometrist, practice administrator, technician or nurse, and/or anyone considered to be a health professional.

Affiliate meetings and functions that include the attendance of more than 100 professional attendees may be held beginning **Thursday, May 4–Monday, May 8** within the following time periods (please note there is limited availability):

Thursday, May 4	Any time
Friday, May 5	Prior to 7:00 a.m. & after 5:30 p.m.
Saturday, May 6	Prior to 7:00 a.m. & after 5:30 p.m.
Sunday, May 7	Prior to 7:00 a.m. & after 5:30 p.m.
Monday, May 8	Prior to 7:00 a.m. & after 5:30 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.

If you'd like to promote your event or meeting to attendees, you may send out a mailer or eblast. Please contact us for the required disclaimer you will need to include in your marketing materials. You may request an attendee list through the request form in the service kit. Your first attendee list will be complimentary. You are permitted one sign in front of your meeting/event space. Signage for your meeting or event is not permitted outside the confines of a competing exhibitor's meeting or event. Should competing companies host events in the same hotel/venue on the same day, external marketing is limited to immediately in front of your meeting/event space(s) only. External marketing may

not interfere or detract from a competing exhibitor's event or marketing. External personnel used for marketing purposes are expected to maintain appropriate behavior and dress at all times.

### QUESTIONS REGARDING AFFILIATE FUNCTIONS

If you need to make changes to your event after you have submitted your application or after the location has contacted you, please email Samantha Engler, [sengler@ascrs.org](mailto:sengler@ascrs.org).

All meeting space questions should be directed to Samantha Engler, [sengler@ascrs.org](mailto:sengler@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 two years. Additionally, the company may be prevented from exhibiting 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 five 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.