



## Meeting Space Guidelines & Descriptions

Ancillary meetings are held adjunct to the AAP National Conference & Exhibition. Any organization (commercial or non-profit) that wishes to hold meeting of any size or nature during the AAP National Conference & Exhibition must complete a Meeting Request Form. Meetings will only be permitted before 7:30am, between 12:15pm and 2:00pm or after 5:45pm, Friday, September 15 – Tuesday, September 19, and cannot be scheduled to compete with any scientific session.

The American Academy of Pediatrics will determine whether the proposed meeting appears to meet AAP standards and requirements. Upon authorization and based upon availability, AAP will release and assign hotel space for the requested meeting. From this point forward the organization will work directly with the assigned hotel to plan the meeting. Meetings are restricted to the Hilton Chicago or alternative properties assigned at the discretion of the AAP. The Convention Center will only be used for National Conference programming. You are responsible for any hotel charges including catering, audiovisual equipment, rental charges, etc. Please note that per hotel policy, no outside food and beverage is allowed in any meeting room.

The following types of meetings are available during the National Conference. Fees apply only where noted:

### **Alumni Social Event**

Colleges and Universities may hold alumni networking events that are non-educational in nature.

### **Board Meeting**

Board Meetings are considered to be a small gathering of board members, which may also include some related experts in the field of discussion. All efforts should be made to minimize the amount of time board meetings overlap with educational sessions. The AAP reserves the right to reject Board Meeting space applications if the meeting will detract from educational sessions.

### **Exhibitor Internal Meeting**

AAP National Conference exhibitors may hold meetings for exhibit booth staff. These meetings are permitted during conference hours if required.

### **Industry/Exhibitor Social Event**

Exhibitors may hold social events that are non-educational in nature for a fee of \$5,000. Non-exhibiting companies may hold social events that are non-educational in nature for a fee of \$10,000. Promotion of product, services or organization is strictly prohibited.

### **Focus Group**

A small meeting designed to evaluate services or test new ideas.

### **Symposia**

Organizations planning to hold a symposium during the National Conference must complete an application and agree to adhere to AAP Guidelines for Industry and Foundation Symposia. **Do not** fill out this Meeting Space Request Form until your application has been approved. Industry or Foundation Symposia cost \$15,000 for exhibitors and \$25,000 for non-exhibitors. If approved, a symposium may take place after the conclusion of official National Conference programs each evening, Friday, September 15 – Tuesday, September 19. Please download the [application](#) or contact Tori Davis by phone 847-434-7882 or email [tdavis@aap.org](mailto:tdavis@aap.org). Applications must be received by Monday, May 1, 2017.

**Other meetings may be considered. Please provide full details in your application.**



**Terms and Conditions:**

By completing a Meeting Request Form, you agree to the following terms:

1. If approved, you will hold your event at the date, time and in the location designated. If a meeting is cancelled, please notify the venue and the AAP at least one week prior. Failure to cancel a meeting may result in denial of future meeting space requests.
2. You are responsible for any hotel charges including catering, audiovisual equipment, etc.
3. No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the meeting shall include in the title, the AAP name or logo, AAP National Conference logo or otherwise suggest or imply that AAP has endorsed or sponsored the event. The name of the AAP National Conference may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font. AAP, the name of the AAP National Conference may not be part of a title or heading of the event, be prominently featured, or listed first in print materials. AAP slide templates, color schemes, or other means of confusing the event with an AAP-sponsored event may not be used.



## National Conference Meeting Request Form

### Type of Meeting\*

Date Received: \_\_\_\_\_

- Alumni Social       Exhibitor Social Event       Symposia  
 Board Meeting       Focus Group       Other Meeting (Please describe in detail below.)  
 Exhibitor Internal Meeting

### Contact Information

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Primary Contact: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Meeting Information

Event Name (as it should be posted): \_\_\_\_\_

Brief Program Description (including target audience): \_\_\_\_\_

Preferred Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

Total # of Attendees: \_\_\_\_\_ Total # of Professional National Conference Attendees: \_\_\_\_\_

Room Set: \_\_\_ Theater \_\_\_ Conference \_\_\_ Banquet Rounds of 10 \_\_\_ Square \_\_\_ U-Shape

\_\_\_ Other (please be as specific as possible): \_\_\_\_\_

Are you expecting to serve any Food and Beverage?: \_\_\_ Yes \_\_\_ No

Will you require any Audio Visual equipment?: \_\_\_ Yes \_\_\_ No

Will you be using Projection (AAP's A/V company)?: \_\_\_ Yes \_\_\_ No

### Meeting Location Preference

Please be advised that meeting space is LIMITED and events are assigned on a first-come, first served basis.

\_\_\_ Marriott Marquis Chicago

\_\_\_ I will be contracting space outside of AAP-contracted venues

### PLEASE RETURN THIS FORM TO:

Laura Jurgens, CMP, Senior Meeting Planner  
American Academy of Pediatrics  
141 Northwest Blvd., Elk Grove Village, IL 60007  
Phone: 847/434-4794 (Direct Line)  
ljurgens@aap.org

<i>Internal Use Only</i>	
Date: _____	Time: _____
_____	_____
(Location)	(Room assignment)