

2023 American Academy of Pediatrics Ancillary Event Guidelines

American Academy of Pediatrics requires that all activities held in conjunction with the National Conference & Exhibition be reviewed and approved by our offices. These guidelines have been developed to ensure that companies and organizations do not schedule functions that conflict with the National Conference education and events.

Ancillary Event requests will be reviewed and approved on a first come, first-served basis.

Space at hotels is limited. Submitting a request form does not guarantee space for your event. AAP reserves the right to deny meeting space to companies and organizations that violate Rules and Regulations.

The deadline to submit an Ancillary Event Request for the 2023 National Conference is Friday, August 18, 2023.

Submission Process: Please review the Rules and Regulations carefully, then submit the Ancillary Event Request Form (page 3) to Jamie Glomp; jglomp@aap.org.

RULES AND REGULATIONS:

1. Only hospitals, universities, alumni groups, and 2023 National Conference exhibitors may request permission to hold ancillary events. Upon AAP approval, these groups may schedule an Ancillary Event according to the types and times shown in the chart on page 2 of these guidelines. Non-exhibiting companies may NOT use meeting space or any other venue if the company has products relevant to attendees.
 - **Please note:** If AAP receives notice that an exhibiting company is cancelling exhibit space, all ancillary event approvals will also be cancelled immediately. No exceptions will be granted.
2. Companies and organizations may NOT contract meeting space directly with the official AAP National Conference & Exhibition hotels. All representatives and/or agents must adhere to the rules and regulations outlined. Any groups found contracting space directly with official AAP hotels without prior consent from AAP or violating AAP's rules and regulations may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with the National Conference & Exhibition.
3. Companies and organizations may NOT secure space for poster and/or educational presentations. Ancillary Events may NOT offer CME credit.
4. Restricted times: Companies and organizations may NOT hold an Ancillary Event during the defined Restricted Times as outlined in the chart on page 2 of these guidelines unless the event is for internal stakeholders/staff only. Restricted times reflect hours during which AAP scheduled education and events will occur.
5. Activities are restricted to the confines of the assigned hotel meeting rooms and may not be held in public areas, including but not limited to, hotel lobbies or hallways, and sidewalks adjacent to the hotel or convention center.
6. Any and all charges for services levied by the hotel or AV company are the sole responsibility of the company or organization hosting the event. AAP has no responsibility or authority over any charges, including but not limited to room rental, food and beverage minimums, audio visual pricing, internet charges, electrical costs, etc.
7. If a company or organization is interested in securing space for an event/function at any other venue that is not an official AAP National Conference & Exhibition hotel, the company or organization may contact the venue directly, after receiving approval from AAP on the event date, time, and content.
8. Companies and organizations may provide one sign to be placed outside of the assigned event space. Signage may only be placed in the hotel 2 hours prior to event start time and be removed at the conclusion of the event. Signage outside the event space is limited to a 22" x 28" sign or pull up banner.
9. Prior year approval for an Ancillary Event does not automatically guarantee approval for a similar application at the 2023 National Conference & Exhibition.
10. Companies and organizations may NOT purchase advertising to promote ancillary events.
11. All matters and questions not covered by the above guidelines are subject to the discretion of the AAP.

AAP requires all activities held in conjunction with the 2023 National Conference & Exhibition be reviewed and approved by our offices. This allows AAP to be aware of every activity taking place at the time of its National Conference. For more information, please contact Jamie Glomp, at jglomp@aap.org. You must be a 2023 National conference exhibitor, hospital, university, or alumni group to hold an Ancillary Event.

EXHIBITOR EVENTS	HOSPITAL, UNIVERSITY, ALUMNI GROUPS	ALL OTHER EVENTS
<p align="center"><u>SOCIAL EVENT</u></p> <p>Conference attendees and/or company personnel will be present. May not offer CME.</p> <ul style="list-style-type: none"> Limited to 5-minute welcome announcement. May not give promotional presentation, branded talk, or product demonstration. May display banner, logo, or rotating slide inside event space. 	<p align="center"><u>INTERNAL/STAFF MEETING</u></p> <p>Only company personnel will be present; cannot include conference attendees unless individual is an employee of the company or sits on the board. May not offer CME.</p>	<p align="center"><u>OTHER EVENTS</u></p> <p>Conference attendees and/or company personnel will be present. May not offer CME.</p> <ul style="list-style-type: none"> May not give promotional presentation, branded talk, or product demonstration for sales purposes. Content and event approval subject to discretion by AAP.
<p align="center"><u>RESTRICTED TIMES</u> Friday, Oct 20 – Monday, Oct 23 7:30 am – 12:15 pm 2:00 pm – 7:00 pm Tuesday, Oct 24 7:30 am – 12:15 pm</p>	<p align="center"><u>RESTRICTED TIMES</u> Ancillary Event schedule is unrestricted for Exhibitor Internal/Staff meetings.</p>	<p align="center"><u>RESTRICTED TIMES</u> Friday, Oct 20 – Monday, Oct 23 7:30 am – 12:15 pm 2:00 pm – 6:30 pm Tuesday, Oct 24 7:30 am – 12:15 pm</p>
<p align="center">\$10,000 per event, per day</p>	<p align="center">\$0 per event, per day</p>	<p align="center">\$1,000 per event, per day</p>

Ancillary Event Request Form

Deadline for Submission: **Friday, August 18, 2023**

Return form to Jamie Glomp; jglomp@aap.org

ORGANIZATION INFORMATION

Organization Name: _____ Booth # (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email: _____

Contact Phone: _____ Onsite Phone: _____

Organization Type (check one): Alumni/University/Hospital Exhibitor Non-Exhibitor

EVENT INFORMATION

Name of Event (please be specific): _____

Event Description: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number of people expected: _____

Attendee Information:

Preferred Location:

Applications may request meeting space at any other official AAP Hotel. A list of official AAP Hotels can be found on the event website. All Ancillary Events must be approved by AAP regardless of the official AAP Hotel chosen and prior to reserving space. Please do not reach out to the hotel before receiving approval for your event.

Room Set:

If Other, please describe: _____

Will you be serving food and beverage?

Will you require any audio-visual equipment?

Do you want your event to be promoted on the conference app?
(only applicable to alumni/hospital/university events)