

Ancillary Event FAQ

Our company is not exhibiting at the National Conference & Exhibition, but we would like to schedule a meeting/event during the conference. Is this possible?

No. Only hospitals, universities, alumni groups, and 2023 National Conference exhibitors may request permission to hold an Ancillary Event during the National Conference. This is a benefit of exhibiting at the conference.

Why are there restricted times and is it possible to host an Ancillary Event during the restricted times?

Restricted Times were established to allow National Conference attendees to be present at scheduled educational sessions. Except for Exhibitor Internal/Staff meetings, Ancillary Events may not be held during Restricted Times.

My staff are only traveling to the National Conference to assist in hosting our Ancillary Event. Do they need to be registered for the conference?

Yes. All Ancillary Event participants must be registered for the National Conference & Exhibition and adhere to the code of conduct and health & safety guidelines (including vaccination requirements).

Can our company/organization hold an educational event at the National Conference?

Consider our Symposia program which offers the opportunity for organizations to host an accredited educational event during the National Conference. This program takes place at a co-Headquarters Hotel during evening hours. Visit the [Symposia](#) page on our website for more information.

Can I share a short presentation about my company's newest products and services during an Exhibitor Social Event?

No. Exhibitor Social Events are limited to a 5-minute welcome/introduction. Exhibitors may not present a branded, promotional, or educational talk during social events. Exhibitors may display a logo or slide during approved social events. If you wish to give a branded or

promotional presentation during the conference, please consider our Product Theater program. This program takes place on the exhibit floor during unrestricted lunch hours. Visit the [Product Theater](#) page for more information.

Can I choose the location for my Ancillary Event?

The Ancillary Event Request Form allows requesting groups to select a preferred event location. Every effort will be made to place your event at the preferred location pending your chosen event time and the availability of space at the venue.

We want to rent furniture/décor for our Ancillary Event. Do we have to go through your General Contractor?

No. You are not required to use our General Contractor for furniture or décor needs for your Ancillary Event. Please be sure to check with your venue contact regarding any additional rules about vendors.

Is there a food & beverage minimum associated with hosting an Ancillary Event?

Yes. The contract you receive from your venue contact will include a food & beverage minimum. Please work with your contact to ensure you will meet the minimum. AAP is not responsible for any charges associated with hosting your event.

How can we promote our event? Can we purchase a conference attendee contact list?

AAP is not able to provide a conference attendee contact list. We recommend promoting your event from internal mailing lists, on your organization's website/social media, or from your exhibit booth. In addition, AAP will list hospital/university/alumni events on our Conference Platform. Make sure to choose this option on the Ancillary Event Request form if it applies to your organization.