

# ANCILLARY EVENT REQUEST FORM

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. **Carefully review the Rules and Regulations below, as well as the FAQ posted on the event website, before completing the Ancillary Event Request Form. Completed forms may be returned to Jamie Vargas - [jvargas@aap.org](mailto:jvargas@aap.org).**

Ancillary Event requests will be reviewed and approved on a first come, first-served basis. Space at the Headquarters Hotel is extremely 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 2024 National Conference is Friday, July 26, 2024. Available event space may fill prior to the deadline.**

## RULES AND REGULATIONS

1. Only hospitals, universities, alumni groups, and 2024 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 below. 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. Location changes to a previously approved event must be resubmitted to AAP for review and approval.
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 below 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 2024 National Conference.
10. Companies and organizations may NOT purchase advertising to promote ancillary events. AAP cannot provide a conference attendee list.
11. All event host organization representatives attending an approved ancillary event onsite must be registered for the National Conference and adhere to the [AAP Meeting Code of Conduct](#).
12. All matters and questions not covered by the above guidelines are subject to the discretion of the AAP.

## EVENT TYPES AND FEES

Exhibitor Events			Hospital, University, Alumni Groups
<p style="text-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"> <li>• Limited to a 5-minute welcome announcement. May not give promotional presentation, branded talk, or product/service demonstration.</li> <li>• May display banner, logo, or rotating slide inside events space.</li> </ul>	<p style="text-align: center;"><u>Internal/Staff Meeting</u></p> <p>Only company personnel will be present; cannot include conference attendees unless individuals are employees of the company or sit on the board. May not offer CME credit.</p>	<p style="text-align: center;"><u>Exhibitor Meeting Suites</u></p> <p>Conference attendees and/or company personnel will be present. May not offer CME.</p> <ul style="list-style-type: none"> <li>• Branded/promotional content is permitted.</li> <li>• Located in the Exhibit Hall</li> </ul> <p><b>An Ancillary Event Form is not required to book this event type.</b> Complete details and rental information available here: <a href="https://aapexperience.org/exhibitor-meeting-suites/">https://aapexperience.org/exhibitor-meeting-suites/</a></p>	<p style="text-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"> <li>• May not give branded talk or product/service demonstration.</li> <li>• May display banner, logo, or rotating slide in event space.</li> </ul>
<p style="text-align: center;"><u>Restricted Times</u></p> <p><b>Fri. Sept. 27 – Mon. Sept. 30</b> 7:30 am – 12:15 pm 2:00 pm – 7:00 pm</p> <p><b>Tues. Oct. 1</b> 7:30 am – 12:15 pm</p>	<p style="text-align: center;"><u>Restricted Times</u></p> <p>Ancillary Event schedule is unrestricted for Exhibitor Internal/Staff meetings as space allows.</p>	<p style="text-align: center;"><u>Available during Exhibit Hall Hours</u></p> <p><b>Sat. Sept. 27</b>   11:30 am-6:00 pm <b>Sun. Sept. 20</b>   10:00 am-4:00 pm <b>Mon. Sept. 30</b>   10:00 am-2:00 pm</p>	<p style="text-align: center;"><u>Restricted Times</u></p> <p><b>Fri. Sept. 27 – Mon. Sept. 30</b> 7:30 am – 12:15 pm 2:00 pm – 6:30 pm</p> <p><b>Tues. Oct. 1</b> 7:30 am – 12:15 pm</p>
<p><b>Event Fee: \$10,000 per event, per day*</b></p>	<p><b>Event Fee: \$0 per event, per day*</b></p>	<p><b>Rental Fee: \$7,000 per day</b></p>	<p><b>Event Fee: \$0 per event, per day*</b></p>

\*Event fees payable to the American Academy of Pediatrics. Event Fees are not a deposit towards hotel event costs which may include food & beverage, A/V, and meeting room rental.

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Return completed form to Jamie Vargas – [jvargas@aap.org](mailto:jvargas@aap.org)

## COMPANY INFORMATION (Please type or print clearly)

Company Name: \_\_\_\_\_ Booth #: (if applicable) \_\_\_\_\_  
 Sponsoring Company: \_\_\_\_\_  
 Event Planning Contact: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Planning Contact Phone: \_\_\_\_\_ Onsite Phone: (if different) \_\_\_\_\_ Email: \_\_\_\_\_  
 Organization Type: (check one)    Hospital/University/Alumni    2024 National Conference Exhibitor    Non-Exhibitor

## EVENT INFORMATION

Name of Event: (please be specific) \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Number of People Expected: \_\_\_\_\_  
 Attendee Information: \_\_\_\_\_  
 Room Set: \_\_\_\_\_ If Other, please describe: \_\_\_\_\_  
 Food & Beverage: (check all that apply)    Breakfast    Lunch    Dinner    Reception    Coffee Break  
 Do you require audio-visual equipment? \_\_\_\_\_  
 Should we promote your event on the Conference Platform?  
 (only applicable to alumni/hospital/university events)  
 Notes/Special Instructions: \_\_\_\_\_

## LOCATION

Event space at the Headquarters Hotel, Hyatt Regency Orlando, is extremely limited. If AAP is unable to accommodate an approved Ancillary Event at the Headquarters Hotel, an AAP Official Conference Hotel near the convention center will be assigned. Venue contact information will be provided for further planning upon event approval. Should an organization wish to host an event at an alternative venue to the one assigned by AAP, the organization must resubmit the event and new location for approval. All Ancillary Events must be approved by AAP regardless of the event venue chosen, and prior to reserving space. Please do not reach out to hotels to contract space prior to receiving approval for your event from AAP.

**Please note:** A room rental fee and a food and beverage minimum may apply at your assigned event venue. Event Fees, as outlined in the chart on page 1, are payable to the American Academy of Pediatrics and are not considered deposits toward any room rental or food and beverage minimums that may apply to your event. AAP is not responsible for any fees associated with hosting an event in conjunction with the National Conference & Exhibition.

**Questions?** Please contact [jvargas@aap.org](mailto:jvargas@aap.org)