Ancillary Meeting Guidelines
Effective March 12, 2015
Meeting Dates: December 5–8, 2015

The American Society of Hematology (ASH) Annual Meeting & Exposition brings together over 20,000 professional attendees committed to the diagnosis and treatment of hematologic diseases each December. This presents a prime opportunity for affiliates of ASH – exhibitors, corporate supporters, ASH members, patient groups, and nonprofit organizations – to hold meetings and events in connection with the four-day ASH annual meeting. ASH encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings during the ASH annual meeting. All ancillary meetings held in conjunction with the ASH annual meeting, from Thursday, December 3, 2015, through Tuesday, December 8, 2015, must adhere to these guidelines, regardless of the meeting location.

Ancillary Meeting Examples

Other than the pre-approved Friday Satellite Symposia (FSS), which are industry-sponsored, CME-certified meetings held on the day preceding the annual meeting, ASH will be the sole provider of all educational and scientific programming from Thursday, December 3, through Tuesday, December 8. Consequently, any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these six days. Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- **Private food and beverage functions** that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited. A list of invitees must be provided to ASH no later than Friday, November 20, 2015.

- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate. A list of invitees must be provided to ASH no later than Friday, November 20, 2015.

- **Press briefings**, provided that: (a) the briefing must comply with any applicable embargo dates/times regarding ASH abstracts; and (b) briefings may not be held at the convention center or conflict with any ASH-sponsored events. Visit the ASH website to carefully review the **Corporate and Institutional Press Policies** for the ASH annual meeting. Questions regarding the correct embargo dates/times for the ASH abstracts
should be directed to Amanda Szabo at aszabo@hematology.org.

- **ASH member meetings** involving a group of special interest experts who are working on a joint project (e.g., NIA grantees working on a consortium for anemia and the elderly, sickle cell researchers, or hemophilia treatment center directors). A list of invitees must be provided to ASH no later than Friday, November 20, 2015.

- **Patient advocate groups or nonprofit organization meetings** – A list of invitees must be provided to ASH no later than Friday, November 20, 2015.

- **Exhibitor pre-conference meetings** that are designed to prepare exhibit staff for exhibit participation. These meetings can be held at any time.

- **Internal sales, business, or staff meetings** for exhibitors who are at the ASH annual meeting, provided that such meetings are closed to other ASH annual meeting attendees. These meetings can be held at any time.

**Important Note:** After some consideration, ASH leadership agreed to reaffirm that ASH invited speakers, but not ASH abstract presenters, are prohibited from participation in ancillary meetings.

### Ancillary Meeting Requests

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers, and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

Requests for ancillary meetings held during the ASH annual meeting must be submitted online and approved by ASH. A link to the Ancillary Meeting Room Request will be available starting **Wednesday, July 29, 2015, 11:00 a.m. EDT**, on the ASH website at [www.hematology.org/meetings](http://www.hematology.org/meetings). A $100 non-refundable processing fee is assessed for each ancillary event request submitted.

Each Ancillary Meeting Room Request must include: (a) the identity of the sponsor requesting the ancillary meeting; (b) the date, start time, and end time of the ancillary meeting; (c) the names and affiliations of the persons speaking at the ancillary meeting; (d) a brief description of the purpose and objectives of the ancillary meeting; (e) a list of invitees to the ancillary meeting (only applicable to certain types of ancillary meetings as stated below) and (f) the release and indemnification commitment described below.

Meeting space is limited and Ancillary Meeting Room Requests that comply with these guidelines will be considered on a first-come, first-served basis. **There is no meeting space available for ancillary functions at the convention center.** The deadline for Ancillary Meeting Room Requests is **Monday, November 23, 2015, 11:59 p.m. PST**. Space for ancillary meetings will be provided only to requestors who are affiliated with ASH, such as exhibitors, corporate sponsors, nonprofit organizations, ASH members, and annual meeting attendees. Hotels in the ASH room block will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the ASH annual meeting without prior approval from ASH. The
main contact is responsible for all costs associated with the approved ancillary meeting (room rental, food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact's responsibility to work with the assigned hotel to make arrangements and finalize billing.

If you have questions or require additional information about Ancillary Meeting Room Requests, please contact Kayce Henderson at asheventrequest@jspargo.com or (703) 679–3941.

**Approved Dates and Times of Ancillary Meetings**

Ancillary meetings are only permitted during hours that do not conflict with the ASH Education Program, Scientific Program, Simultaneous Oral Sessions, Poster Session, and/or ASH–sponsored sessions. Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by ASH. Meetings must start and end within the approved times listed below. The following table provides approved dates and times during which ancillary meetings are permitted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning</th>
<th>Lunch</th>
<th>Evening</th>
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<tbody>
<tr>
<td>Thursday, Dec. 3</td>
<td>No time restrictions; events can be held all day</td>
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<td>Friday, Dec. 4</td>
<td>No time restrictions; events can be held all day</td>
<td>No time restrictions; events can be held all day</td>
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<tr>
<td>Saturday, Dec. 5</td>
<td>6:00 – 7:30 am</td>
<td>11:00 am – 12:30 pm</td>
<td>Anytime after 7:30 pm</td>
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<td>Sunday, Dec. 6</td>
<td>6:00 – 7:30 am</td>
<td>11:00 am – 12:30 pm</td>
<td>Anytime after 8:00 pm</td>
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<td>Monday, Dec. 7</td>
<td>6:00 – 7:00 am</td>
<td>12:00 noon – 1:30 pm</td>
<td>Anytime after 8:00 pm</td>
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<tr>
<td>Tuesday, Dec. 8</td>
<td>6:00 – 7:30 am</td>
<td>Anytime after 1:00 pm</td>
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**Promotion of Ancillary Meetings**

All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the ASH annual meeting.* The use of any ASH logo or likeness on promotional materials is strictly prohibited. Brochures, posters, or marketing materials of any kind that contain a schedule of ASH–sponsored events such as the Education Program, Scientific Program, and oral/poster sessions are also prohibited. Promotion of meetings is not permitted in/around the convention center, in the headquarter hotels, or through “room drops.” This includes individuals walking or standing with signage. Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be
specific; signs should clearly state the name and location of the event and should be professional in nature.

**Signage**

One (1) sign no larger than 22x28 is permitted outside of the meeting room. Companies will not be permitted to post promotional signs or literature in hotel or convention center lobbies. Sandwich boards and/or persons holding small signage or handing out promotional materials are prohibited. Standing in the public areas of the convention center or hotel lobby and hallway to promote your meeting is strictly prohibited. Companies found violating these guidelines risk penalties from ASH. ASH also reserves the right to remove signage in violation of the above guidelines without notice.

**Release and Indemnification of ASH**

The sponsor of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and ASH has no such responsibility; (b) ASH’s approval of the ancillary meeting request signifies only that ASH will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and (c) it will release, indemnify, defend, and hold harmless ASH and its officers, directors, employees, agents, and contractors (collectively, the “Indemnified Parties”) from any loss, liability, costs, or damages in connection with actual or threatened suits, claims, or causes of action arising out of or relating in any way to any alleged act or omission at, during, or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

**Important Note:** ASH reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future ASH annual meetings and, if an exhibitor, their priority point standing may be impacted.