

Ancillary Meeting Guidelines
Effective: May 2, 2023
Meeting Dates: December 9-12, 2023
San Diego Convention Center | San Diego, CA

Introduction

The American Society of Hematology (ASH) Annual Meeting & Exposition brings together over 30,000 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, nonprofit organizations, attendees, and investors | 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 7, 2023

Investigator Meetings/Industry Updates 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 17, 2023.

Hospitality desks



Tier 3	\$500	Internal Sales/Business/Staff Meetings Investigator Meeting/Industry Update Investor Meeting Private Food & Beverage Function
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Each Ancillary Meeting Request must include: (a) the identity of the organizer 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 (only applicable to certain types of ancillary meetings as stated above) ; (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 above) and (f) the release and indemnification commitment described below.

Meeting space is limited and Ancillary Meeting 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 **Friday, November 17, 2023, 11:59 p.m. EDT.** Space for ancillary meetings will be provided only to requestors who are affiliated with ASH, such as exhibitors, corporate sponsors, non-profit 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, internet fees, equipment, labor costs, etc.). It is the organizer'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 Requests, please contact Conor Power at asheventrequests@spargo.com or (703) 503-0257.

Approved Dates and Times of Ancillary Meetings

Ancillary meetings are only permitted during hours that do not conflict with the ASH annual meeting agenda.

Fri, Dec 8

No time restrictions;
events can be held all
day

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events can be held all
day

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Hospitality Suites

All requests for exhibitor hospitality suites (parlor suites connected to guest rooms) in hotels within the ASH room block must be submitted through the official housing bureau, SPARGO, Inc. Hospitality suites are best suited for use as lounges where food and beverages are typically provided for attendees to come and go as desired.

ASH understands some exhibitors may wish to hold planned meetings in hospitality suites involving ASH attendees. These meetings are only permitted during the approved dates/times outlined above. Each planned meeting or event must be submitted through the online ancillary event request website [after\(02412 0 612 792 r12 0 lom\)-593p00.00000912 00mSPART.8 8412 792 reW*30 1 7](https://www.spargo.com)