

Ancillary Meetings Policy

AAMI recognizes that attendees of the AAMI eXchange 2022 seek to maximize their networking opportunities and fulfill their professional responsibilities while at a location with so many of their colleagues. To accomplish these goals AAMI has made available limited space at their meeting facilities (convention center and Hilton) for ancillary events which do not compete with the official conference program or other special networking or social events.

Who?

- AAMI exhibitors
- Non-profit organizations, committees, working groups, etc.

Why?

- Exhibitor internal meetings
- Social events (e.g., reunions, receptions, clubs)

When?

Groups cannot compete with AAMI eXchange official schedule (*only sales and staff meetings can occur*). **Groups may meet during the following times:**

- Thursday, June 2: anytime
- Friday, June 3: before 5pm and after 7pm
- Saturday, June 4: before 7am and after 5pm
- Sunday, June 5: before 7am and between 6:00pm-7pm
- Monday, June 6: before 7am and after 12pm

***Cost?** (*fee waived for non-profit groups*)

Half Day	\$600
Full Day	\$1,200

***The hotel or convention center reserves the right to require a meeting room fee and/or food & beverage minimum above and beyond the above fee paid to AAMI.**

How?

Complete the Ancillary Meeting Request Form below.

Compliance

- Organizers of ancillary events must be associated with the AAMI eXchange as an exhibitor or attendee.
- Fees for participation by AAMI eXchange 2022 attendees outside of the recovery of food and beverage costs, such as registration fees, must be approved in advance by AAMI.
- All expenses for the activity including room rental fees, AV, food and beverage, room re-set fees, must be borne by the organizers.
- The use of the AAMI eXchange logo, trademark, or name in conjunction any event must be preapproved.
- Conducting demonstrations and/or displays of commercial products will not be permitted during ancillary events.
- Only ancillary events open to all AAMI eXchange registrants, will be listed in the official digital onsite program guide and mobile app. **Deadline for inclusion: April 1, 2022.**
- Signs, either directional or informational, must be approved by and coordinated with AAMI when placed in AAMI-controlled meeting facilities. Each sign must include the statement “This event is not organized or sponsored by the AAMI eXchange.” Ancillary event organizers must remove any meeting-related materials from their assigned rooms at the conclusion of the event.
- Non-compliance with these policies will result in the cancellation of the event and/or refusal to allow the organizer to conduct future events.
- All requests must be approved by AAMI.

E-mail Completed Form to: fmoxley@aami.org

Questions? Contact: Fred Moxley, Sr. Meetings Manager at 703-253-8270



Ancillary Meeting Request Form

****Separate Form Required for Each Meeting/Room****

Deadline to Submit Form: April 30, 2022

Company Name: _____

Contact Name: _____

Email: _____ Phone: _____

Name of Event to be Held in Room: _____

Number of Participants: _____

Location of Event: Henry B. Gonzalez Convention Center Grand Hyatt Hotel (based upon availability)

Type of Event: Reception Business Meeting Meal Function (this is to help determine the room size)

Seating Type: Theater Conference Banquet Rounds Hollow Square U-Shape

Crescent Rounds Classroom Reception or (this is to help determine the room size)

Will Audio Visual be Required? Yes or No (this is to help determine the room size)

Dates Requested:

____ Thursday, June 2	Start Time _____	_____ AM or PM	End Time _____	_____ AM or PM
____ Friday, June 3	Start Time _____	_____ AM or PM	End Time _____	_____ AM or PM
____ Saturday, June 4	Start Time _____	_____ AM or PM	End Time _____	_____ AM or PM
____ Sunday, June 5	Start Time _____	_____ AM or PM	End Time _____	_____ AM or PM
____ Monday, June 6	Start Time _____	_____ AM or PM	End Time _____	_____ AM or PM

Fees Per Room Per Day:

Half Day \$600 USD
Full Day \$1,200 USD

Total Payment Due: _____

Payment Method:

Payment enclosed (US Dollars payable to AAMI):

Please charge my: MasterCard VISA AMEX

Card Number: _____ Exp. Date: _____

Cardholder Name: _____ CSV#: _____

Card Billing Address, City, State, Zip Code: _____

Cardholder's Signature: _____

Contact's Signature _____

<i>Internal Use Only</i>	
Location: _____	Room: _____