

ADCES 24

AUGUST 9-12 / NEW ORLEANS

ANCILLARY MEETING ROOM REQUEST FORM

MEETING INFORMATION

ADCES requires ALL organizations (commercial and non-profit) that wish to hold functions of any size or nature related to the Association of Diabetes Care & Education Specialists' Annual Conference to complete either an Ancillary Meeting Room Request Form or an Ancillary Event Request form. **Organizations may not contract meeting space directly with Official ADCES Hotels or with the Convention Center.**

An ancillary or "ICW" (in-conjunction-with) event is any function held adjunct to the Association of Diabetes Care & Education Specialists' Annual Conference by an organization other than ADCES. If the attendees at your event are also attending our conference, then you must complete and submit an Ancillary Event Request form. **All ancillary events must be approved by ADCES, whether hosted at an ADCES hotel or elsewhere.**

Meeting Name _____

Meeting Description _____

Date _____

Start Time _____

End Time _____

Number of Attendees: _____

Is this function by invitation only? Yes No

Intended Audience: Registered Participants Registered Exhibitors Internal/Staff Only

Will you require an e-mail list? (additional \$5,000*): Yes No

*Note: It is a one-time use of the e-mail list. It is \$5,000 for each use of the list.

Room Set: Conference Rounds Classroom U-Shape
 Hollow Square Theater Reception Other _____

Venue: Hilton Riverside Hotel Other: _____

Food & Beverage: Breakfast Lunch Other: _____

Please select your meeting time:

MORNING MEETING	AFTERNOON MEETING	ALL DAY MEETING
<input type="radio"/> 6:00 a.m.–11:00 a.m. \$800	<input type="radio"/> 12:00–5:00 p.m. \$800	<input type="radio"/> 6:00 a.m.–5 p.m. \$1,500

BLACK-OUT SCHEDULE

Ancillary events should not compete with the meeting schedule. Organizations may not hold functions during the defined black-out times. The only functions allowed during the black-out times are meetings that are internal/staff only.

DATE	TIME
Thursday, August 8	1:00–9:00 p.m.
Friday, August 9	After 6:00 p.m.
Saturday, August 10	After 9:30 p.m.
Sunday, August 11	Not available
Monday, August 12	6:00–8:30 a.m.

SPECIAL NOTE FOR EXHIBITORS: A reduction in priority points or a monetary penalty will be assessed to exhibitors and approved partners who host events in conflict with these schedule guidelines.

MEETING & EVENT GUIDELINES

ADCES has outlined the following meeting and event Guidelines in order to aid exhibitors and approved partners as they plan their overall participation at ADCES24. The following guidelines are designed to provide every attendee with the same positive experience and to ensure that ADCES is consistent in its relationship with exhibitors and partners.

GENERAL GUIDELINES:

An exhibitor may request permission to host a meeting or event for non-CE programs, such as focus groups, receptions, rehearsal rooms, sales force training or debriefing, etc., at the ADCES Annual Conference. The ADCES Meeting Services Department expedites the approval process and assists in finding a location that meets your event needs. All space is reserved on a first-come, first-serve basis and availability is not guaranteed. Organizers of events held around an ADCES Conference are required to inform the ADCES Meeting Services in writing of the intended time of event at least 30 days prior to the event and prior to booking. If these scheduled times do not fall into ADCES24 guidelines, ADCES Meeting Services will notify the organizer to change their times/dates accordingly.

- All meeting and events must be approved by ADCES prior to execution. Requests may not be made directly to the convention center or any ADCES24 hotels.
- If an exhibitor or approved partner is interested in securing space for an event/function at any other host city venue, they may contact the venue/host city directly, but must first receive approval from ADCES Meeting Services on the date and time of the proposed event.
- Payment must be received before room can be assigned.
- No refunds

APPROVAL PROCESS

- Complete an Ancillary Meeting Room Request Form or Ancillary Event Request Form for each meeting or event.
- A confirmation e-mail with your room assignment and contact information for catering and AV will be e-mailed to the contact listed on the Meeting & Event Request Form.
- An exhibitor is responsible for all costs incurred for AV, food service, lock changes or special set. All arrangements will be made directly with the assigned venue and appropriate vendors.

INVITATION/REGISTRATION (if applicable):

Exhibitors and approved partners are responsible for their own invitation and registration process. Invitations must be approved by ADCES prior to sending. ADCES does provide marketing assistance with sponsorship events and larger special events. This information is disclosed in the Special Event Agreement. Send invitations to meetings@adces.org.

Questions can be sent to meetings@adces.org

CONTACT INFORMATION

Organization Name	Booth # (if applicable)	
Contact Name	Onsite Contact	
Mailing Address	Cell Phone #	
City	State	Zip Code
E-mail Address	Onsite Contact Cell Phone #	

Upon receipt of this form, an invoice and secure payment link will be sent to you from Conventus Media.

Upon the acceptance of this application by the Association of Diabetes Care & Education Specialists (ADCES), the terms of this application, together with the attached guidelines, shall become a binding agreement between Sponsor and ADCES, effective as of the dates of this Application (“Agreement”). Sponsor may not cancel this request after acceptance of the Application by ADCES except for a material breach of this Agreement by ADCES that remains uncured 30 days after notice to ADCES specifying the breach.

Authorized Signature	Date
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FOR ADCES USE ONLY

Date Received	Approved by	Venue	Room