



Ancillary Meeting Guidelines
Effective March 20, 2024
Meeting Dates: December 7-10, 2024
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 5, 2024 through Tuesday,

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 5, 2024 through Tuesday, December 10, 2024. 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:

- x **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. An educational speaker is a non-corporate/executive staff who is considered a subject matter expert in the field of hematology-related discussion and may or may not receive a fee for their speaking services. A list of invitees must be provided to ASH no later than Friday, November 22, 2024.

- x **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 22, 2024.
- x **Hospitality desks** desired in hotel lobbies for the purpose of greeting and/or providing information and services to a select group of ASH attendees. Request for registration desks in pre-function or foyer space within meeting space of hotels should be noted within the request for the event looking to be held within the meeting space. Hospitality desks are subject to the approval of the hotel, per their internal policies.
- x **Press briefings** provided that: (a) content must be preapproved; (b) the briefing must comply with any applicable embargo dates/times regarding ASH abstracts; and (c) 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](#) and the [Embargo Policy](#) for the ASH annual meeting. Any questions regarding the correct embargo dates/times for the ASH abstracts should be directed to Alison Beale at abstracts@hematology.org.
- x **Private interview rooms** needed to conduct interviews with meeting attendees/exhibitors. This space should only be requested if the company conducting the interview(s) [does not qualify as a Media/Press registrant for the ASH annual meeting](#). If the company does qualify as such, they should register for the annual meeting under that respective category and utilize the allotted interview space at the convention center. Any questions regarding Media Registration for the annual meeting should be directed to ashmedia@fleishman.com.
- x **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 22, 2024. Only ASH members should be submitting events under this category.
- x **Patient advocate groups or nonprofit organization meetings** that do not involve commercial-interest companies, provided that a list of invitees must be provided to ASH no later than Friday, November 22, 2024.
- x **Advisory Board Meetings** should include some related experts in the field for general company-related discussion. A list of invitees must be provided to ASH no later than Friday, November 22, 2024.

ASH Invited Speaker Participation in Ancillary Meetings

All invited speakers are prohibited from presenting at ancillary meetings. If a speaker agrees to present at an ancillary meeting and subsequently accepts an invitation from ASH to speak at any official session or program, they will forfeit the ability to speak at the ancillary meeting. Due to ASH being the sole provider of all educational and scientific content during the ASH annual meeting, Key Opinion Leaders (KOLs) are prohibited from speaking on a specific topic at ancillary events.

All organizers are required to ensure any speakers selected for an ancillary event are not ASH invited speakers. A detailed list of confirmed invited speakers will be available on the [ASH website](#) (on this [FSS] page, scroll down to the Speakers section) in July with weekly updates being made as additional annual meeting speakers are confirmed. The list may be amended by ASH at any time prior to the start of the ASH annual meeting.

Please note: ASH abstract presenters (oral and/or poster) are not prohibited from speaking at ancillary meetings. They must, however, present their embargoed information at the official ASH program before presenting that information at an ancillary event.

Ancillary Meeting Requests

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers, and meeting invitees understand and

		Private Interview Room
Tier 3	\$500	Internal Sales/Business/Staff Meetings Investigator Meeting/Industry Update Investor Meeting Private Food & Beverage Function

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 22, 2024, 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, 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 asheventrequests@spargoinc.com.

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 other official ASH events. 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.**

Date	Morning	Lunch	Evening
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Fri, Dec 6	No time restrictions; events can be held all day	No time restrictions; events can be held all day	No time restrictions; events can be held all day
Sat, Dec 7	6:00 9:00 a.m.	11:00 a.m. 12:30 p.m.	Any time after 7:30 p.m.
Sun, Dec 8	6:00 9:00 a.m.	11:00 a.m. 12:30 p.m.	Any time after 8:00 p.m.
Mon, Dec 9	6:00 8:30 a.m.	12:00 noon 1:30 p.m.	Any time after 8:00 p.m.
Tue, Dec 10	6:00 7:00 a.m.	Any time after 1:00 p.m.	

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 official ASH 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.

