



**The 49th ASAM Annual Conference
Innovations in Addiction Medicine and Science
April 12-15, 2018, San Diego, CA
ASAM Satellite and Ancillary Meeting Rules & Regulations**

Expand your reach by hosting a satellite or ancillary meeting with a select group of attendees at ASAM's Annual Conference in San Diego, CA.

DEFINITION OF SATELLITE MEETING

Satellite meetings are non-ASAM sponsored events held before or after official dates of non-competing ASAM scheduled programming and the formats may include educational or lecture style formats, receptions, or promotional style events. Satellite meetings will not be permitted during hours that conflict with ASAM educational programming, poster sessions, and/or ASAM sponsored events.

The following time slots are suggested dates that would not compete with existing ASAM programming:

Friday, April 13:	7:00 pm – 8:30 pm
Saturday, April 14:	6:30 pm – 8:00 pm
Sunday, April 15:	12:00 pm – 1:30 pm

ASAM accepts no financial or organizational responsibility for satellite meetings. Room rental, catering, audio visual equipment, labor or other charges are the sole responsibility of the organizer. ASAM may, if space is available, assign space within existing pre-set rooms that will be used for ASAM related programming. These possible rooms would include a standard theater set, including audio visual equipment. Additional information will be presented based on your preferred request.

Cost: \$3,000/per event

Fee includes: one promotion in ASAM's Annual Conference Website and one email promotion (shared by all satellite meeting hosts) to ASAM conference registered attendees. Email promotion will be sent by ASAM two-three weeks prior to the conference.

DEFINITION OF ANCILLARY MEETING

Ancillary events are non-ASAM sponsored events such as business meetings, focus groups, investigator meetings, committee meetings, and non-ASAM committee meetings that are held during: April 12-15, 2018. Ancillary meetings are typically smaller events with minimum attendance (within 25 attendees), unlike a satellite meeting. Ancillary meetings will not be permitted during hours that conflict with ASAM educational programming, poster sessions and/or ASAM sponsored events.

Organizers must indicate on application form their desired dates, times and meeting requirements to be accepted. ASAM accepts no financial or organizational responsibility for ancillary meeting requests. Room rental, catering, audio visual equipment, labor or other charges are the sole responsibility of the organizer.

Cost: \$125/per event

SATELLITE/ANCILLARY MEETING REQUEST REQUIREMENTS

- Submit one request per event.
- If your event requires more than one meeting room, you must submit a separate request form for each required room.
- Satellite/Ancillary meetings held during the ASAM annual meeting must be approved by ASAM. To obtain approval, a completed space request form must be submitted to ASAM.
- Each completed meeting request form must include (a) the date, start time and end time of the meeting, (b) the names and affiliations of an invited speaker if part of the programming, and (c) a brief description of the purpose and objective of the meeting request.
- Meeting space is limited and meeting room requests that comply with these guidelines will be considered on a first-come, first-served basis. The deadline for meeting room requests is Friday, March 9, 2018.
- Assigned meeting space will be provided only to organizers who are affiliated with ASAM, such as an exhibitor, conference supporter, affiliated nonprofit organization or agency, ASAM member or an ASAM registered attendee.
- The main organizer is responsible for all costs associated with the approved meeting (i.e. food and beverage, audio visual, other equipment rental, labor costs, etc.). It is the organizers responsibility to work directly with the official hotel of the conference. Contact information will be provided upon approval of the meeting request.
- ASAM must review and approve all copy for invitations and flyers that will be sent to ASAM attendees and all signage that will be used for advertising in the hotel or within an approved ASAM exhibit booth.
- Announcements, invitations, conference bag brochures, onsite signage, websites and booth flyers must include the following official ASAM statement: **“This event is not part of the official ASAM Annual Conference as planned by its Program Committee.”**
- All requests for CME accredited sessions must be reviewed and approved by ASAM.

ACCEPTANCE OF SPACE FOR SATELLITE/ANCILLARY MEETINGS

Organizers will be sent an acceptance letter e-mail within the March 9, 2018 space request deadline. The confirmation will include space assignment instructions, contact information for catering, audio visual and other recommended partners affiliated with the official conference hotel. Meeting rooms will be assigned on a first-come, first-served basis.

Irina Vayner, Manager, Development

Phone: 1-301-547-4120

Email: ivayner@asam.org

John Hawkins, Director, Meetings & Development

Phone: 1-301-547-4113

Email: jhawkins@asam.org



The 49th ASAM Annual Conference Innovations in Addiction Medicine and Science April 12-15, 2018, San Diego, CA ASAM Satellite and Ancillary Meeting Request Form

Primary Contact Person: _____
 Organization/Company: _____
 Mailing Address: _____ City: _____
 State: _____ Zip: _____ Country: _____ Phone: _____ E-mail: _____

SATELLITE & ANCILLARY MEETING REQUIREMENTS

Dates/Time Requirements (These time slots have been selected so as to not compete with existing programs. Indicate your top two choices or indicate your desired meeting date and time.):

___ Friday, April 13, 7:00 pm –8:30 pm
 ___ Saturday, April 14, 6:30 pm –8:00 pm
 ___ Sunday, April 15, 12:00 pm – 1:30 pm
 ___ Other: _____ (PREFERRED DATE AND TIME)

Description of Request (A basic program outline and topic must be attached or included below (request cannot be approved without information):

The expected number of attendees will be: _____

Will your Satellite meeting include a meal: Yes No

How much set-up and tear-down time is required for the Satellite meeting? Set-up: _____ Tear-down: _____

Room set: Classroom Seating Theater Seating Hollow Square Reception U-Shape

Other: _____

I have read, understand, and agree to the Satellite/Ancillary Meeting Policy rules. I serve as an authorized agent of the applicant company.

SIGNATURE OF AUTHORIZED AGENT _____

Fees: In order to be processed, applications for Satellite/Ancillary meetings must be accompanied with the appropriate non-refundable fee: Pricing: \$3,000 (Satellite) or \$125 (Ancillary). For Satellite Meeting Requests, Fee includes: one promotion in ASAM's Annual Conference Website and one email promotion (shared by all satellite meeting hosts) to ASAM conference registered attendees. Email promotion will be sent by ASAM two-three weeks prior to the conference. Please note: Room rental, equipment and AV fees are not included in this price.

Payment: Visa AMEX MasterCard Discover Check/Money Order

I hereby authorize the American Society of Addiction Medicine (ASAM) to charge my account for \$ _____ (TOTAL ENCLOSED)

Card No.: _____ Exp. Date: _____ Security Code: _____

Name on Card : _____ Authorized Signature: _____

Make check or money order payable to ASAM. Full payment in US funds drawn on a US bank must accompany application. (ASAM does not accept Purchase Orders as payment.) Please include name of exhibiting organization on check or money order.

Please complete and return with payment to: **The American Society of Addiction Medicine**
 11400 Rockville Pike, Suite 200
 Rockville, MD 20852
 FAX: 301-656-3815
 EMAIL: ivayner@asam.org

QUESTIONS: Contact Irina Vayner at 301-547-4120 or ivayner@asam.org. If the application is approved, an acceptance notification will be sent with final instructions to plan your event. All Satellite/Ancillary meeting expenses are the responsibility of the supporter. Applications without full payment will not be accepted.