



ANNUAL MEETING 2023

APRIL 14-19 • ORANGE COUNTY CONVENTION CENTER

AFFILIATE MEETING POLICIES

The AACR Annual Meeting brings together over 20,000 professional attendees committed to preventing and curing all cancers through research, education, communication, and collaboration. This presents a prime opportunity for affiliates of AACR – exhibitors, corporate supporters, AACR members, patient advocacy groups, and non-profit organizations – to hold meetings and events in connection with the AACR Annual Meeting. All affiliate meetings held in conjunction with the AACR Annual Meeting, from April 14, 2023 through April 19, 2023, must adhere to these guidelines regardless of the meeting location. Organizations that do not financially support the Annual Meeting and/or are not exhibiting at the AACR Annual Meeting, are subject to approval and will have to pay a non-exhibitor fee per submission.

Guidelines

To make sure your events comply, please refer to the Approved Times, Policies, and Categories sections below.

Any meeting or event that involves AACR scientific meeting attendees hosted by a company or organization, regardless of exhibiting status, is considered an affiliate event and must be approved by the AACR. AACR will determine whether the proposed activity appears to meet AACR standards and requirements and will notify the applicant via email within seven (7) business days if the event has been authorized. Upon authorization, AACR will release an assign hotel space for the requested event. From that point forward, the organization will work directly with the assigned hotel to plan and contract the event.

Affiliate Meeting space is limited, and requests will be considered on a first-come, first-served basis. A violation of these guidelines will be attributed to all parties related to that meeting/event request.

Affiliate events must meet the criteria outlined in this policy. If an exhibitor is found to violate the rules governing affiliate events or misrepresent the type of event submitted (e.g., requests a social reception and holds a symposium), the event will be immediately terminated, priority points for the current year will be forfeited, and a stiff penalty will be applied. Non-Exhibitors will be restricted from holding events at future AACR Annual Meetings.

Affiliate Meeting Requests

The point of contact for each ancillary meeting request is responsible for ensuring that all vendors, speakers, and meeting invitees understand and comply with the above-mentioned guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

Requests for ancillary meetings held during the AACR Annual Meeting **must be submitted for approval** to Caroline Sylvia at exhibits@aacr.org. Please provide a brief description of the proposed event including the number of attendees, agenda, and purpose for review. A non-refundable processing fee is required for **each** affiliate group function space request submitted.

Administrative/Application Submission Fees

A non-refundable administrative fee is required for each affiliate meeting/event application request and will be charged at the time of submission. A function is considered an event if scheduled for 6 hours or less. Any event/function over 6 hours is considered a 24-hour hold and is required to pay the associated fees. Non-Exhibitors are **not permitted** to hold ancillary events over 6 hours.

These fees **are separate** from all costs associated with the ancillary meeting, including food and beverage, audio-visual equipment service, music license fees, hotel labor costs, etc. AACR is not responsible for payment for any services connected to the event.

The link to the Affiliate Group Function Space Request form is

<https://www.surveymonkey.com/r/Q3HBQF7>.

Administrative/Application Fees

	On or Before March 1, 2023 Deadline	After March 1, 2023 Deadline
Exhibitors	\$100 per event/per day \$500 for functions over 6 hours	\$200 per event/per day \$500 for functions over 6 hours
Hospitality Suites	\$500 per event	\$500 per event
Non-Exhibitors	\$1,700 per event/per day No 24-hour holds permitted	\$2,000 per event/per day No 24-hour holds permitted
Hospitality Suites	\$1,700 per event/per day	\$2,000 per event/per day
Non-Profit Organizations/ Cancer Centers	\$100 per function No 24-hour holds permitted	\$100 per function No 24-hour holds permitted

Approved Dates and Times of Affiliate Meetings

Affiliate meetings are only permitted during hours that do not conflict with the AACR Educational Program, Scientific Program, oral/poster sessions, or other official AACR events taking place at the AACR Annual Meeting. Once approved, Internal Corporate Business Meetings can be held during blackout times, but may not include meeting attendees. Any proposed changes in dates and/or time of the affiliate meeting require prior approval by AACR. Events may only be scheduled as follows:

Date	Morning	Evening
Prior to Friday, April 14	No time restrictions; events can be held all day	No time restrictions; events can be held all day
Friday, April 14	Before 2:00 p.m. EDT	Any time after 7:00 p.m.
Saturday, April 15	Before 8:00 a.m. EDT	Any time after 6:30 p.m.
Sunday, April 16	Before 7:00 a.m. EDT	Any time after 6:30 p.m.
Monday, April 17	Before 7:00 a.m. EDT	Any time after 6:30 p.m.
Tuesday, April 18	Before 7:00 a.m. EDT	Any time after 6:30 p.m.
Wednesday, April 19	Before 7:00 a.m. EDT	Any time after 1:30 p.m.

Time zone is relevant to the current city hosting the AACR Annual Meeting (i.e., Orlando is EDT).

Third Party Planners

The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations for the AACR Annual Meeting among its staff and affiliates. Any violations by a third party will be considered a violation by the company and will be dealt with as outlined in the exhibitor rules and regulations.

Outside Media Events

Organizations planning any media events during the AACR Annual Meeting are required to abide by AACR's outside media activity policies as follows. The following rules apply to in-person, virtual, and hybrid media events:

- Media events may not be held at the convention center or headquarters hotels.
- Media events are not permitted to be held during the official AACR meeting hours as outlined in this document.
- Media events promoting data presented at the AACR Annual Meeting must occur after the embargo lifts.
- Organizers of outside media events must make clear in their materials that the event is not part of the AACR's official press program.

Organizations who agree to abide by these rules may submit an Affiliate Group Function Space Request Form following the instructions below. Please note the AACR does not make available press registration lists. For more information on the AACR Annual Meeting embargo policies and press program, please visit www.AACR.org/newsroom/annual-meeting.

Press: For additional information regarding press and embargo policies at AACR Meetings, please contact The Communications Department at communications@aacr.org.

Process

1. Complete the Affiliate Group Function Space Request Form (**per event**) identifying the sponsoring affiliate organization or company requesting the ancillary meeting and include the following:
 - o Date, start, and end time of the ancillary meeting/event.
 - o Contact names and affiliations of persons responsible for conducting the ancillary meeting.
 - o Brief description/purpose and objectives of the ancillary meeting/event.
 - o Signature release of the affiliate application and Terms and Conditions form.
2. A non-refundable administrative fee is required for each affiliate meeting/event application request and will be charged at the time of submission.

3. Designated hotels in the AACR room block will not reserve meeting rooms/function space for ancillary meetings or for any individuals/organizations during the annual meeting without prior approval from AACR.
 - a. Non-Exhibitors will not be placed in the following Headquarter Hotels: Hyatt Regency Orlando and the Rosen Centre.
 - b. **Do not attempt to make reservations directly with venues before approval.** This will forfeit your request for space.
 - c. The function organizer is responsible for all costs associated with the approved ancillary meeting, including room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc.
 - i. AACR is not responsible for payment of any services connected with the event. **AACR has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.**
4. AACR will make every effort to notify each applicant of the status of their application via email within seven (7) business days of receiving the Affiliate Event Request.

NOTE: AACR reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future AACR Annual Meetings.

Types of Affiliate Events

If an exhibitor is found to violate the rules governing affiliate events or misrepresents the type of event submitted (e.g., requests a social reception and holds a symposium), the event will be immediately terminated, priority points for the current year will be forfeited, and a stiff penalty will be applied. Non-Exhibitors will have their event immediately terminated and be restricted from holding events at future AACR Annual Meetings.

- **Advisory Board Meetings:** A small gathering of corporate board members, which may also include some related experts in the field for discussion.
- **Committee Meetings:** A group of people appointed for a specific function by a larger group and typically consists of members of that group.
- **Hospitality Desks:** The AACR **does not** allow information/welcome desks in public spaces of the official AACR headquarter hotels or the convention center. Desks are also not permitted in lobbies of any AACR participating hotels.
- **Hospitality Suites:** A room/lounge for attendees to come and go as desired. Planned meetings in hospitality suites that include meeting attendees are prohibited during blackout times.

- **Internal Corporate Business Meetings:** Internal sales, business, or staff meetings for exhibitors who are at the AACR Annual Meeting, provided that such meetings are closed to other AACR Annual Meeting attendees. These meetings can be held during blackout times, but may not include meeting attendees.
- **Investigator Meetings/Industry Updates:** A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed.
- **Investor Meetings:** A small gathering for corporate investors.
- **Offices:** A room used by corporate staff to conduct business during the meeting. Planned meetings in offices that include meeting attendees are prohibited during blackout times.
- **Social Events:** Receptions, dinners, alumni events, reunions, specialty groups or other hospitality events where there is no educational/scientific program presented. These may be restricted to times not conflicting with the AACR Annual Meeting show hours.

AACR Satellite Educational Symposia

Satellite Educational Symposia are autonomous, CME-accredited events that are held as an adjunct to the AACR Annual Meeting and are supported by an organization other than the AACR. There is a separate rigorous approval process for this type of event.

For more information, visit AACR Annual Meeting 2023 in the Satellite Educational Symposia tab or contact Exhibits at exhibits@aacr.org.

Exhibitor Meeting Rooms

Exhibitor Meeting Rooms offer flexibility and convenience without having to leave the Convention Center. Not only do Meeting Rooms provide exhibitors the ability to host staff meetings during the Exhibit Show, but they also provide a great opportunity to create a unique, private showroom or lounge for hosting clients and prospects, or setting up a controlled product display area. All meeting rooms will be located within the proximity of the exhibit hall, but hours are extended for ease of scheduling meetings and accessibility off-hours. Organizations that have an exhibit booth during the AACR Annual Meeting are eligible to purchase an exhibitor meeting room.

For additional information, or to reserve your room, please contact the Exhibits Team at exhibits@aacr.org.

Hospitality Suites

All requests for exhibitor hospitality suites (parlor suites connected to guest rooms) in hotels within the AACR room block must submit an Affiliate Application Form for AACR approval before obtaining a suite through the official housing bureau, CMR. Hospitality suites are on a first-come, first-serve basis.

AACR understands that some exhibitors may wish to hold planned meetings in hospitality suites involving AACR attendees. These meetings are only permitted during the approved dates/times outlined above and must adhere to the guidelines and be approved by AACR. Each planning meeting or event must be submitted through the Affiliate Group Function Space Request Forms **before** obtaining the hospitality suite through the housing department at CMR.

Convention Management Resources (CMR)

101 Mission Street, Suite 200
San Francisco, CA 94105
US/Canada: 888-381-7166
Outside US: 415-979-2262

Hospitality Registration Desks

One (1) 6-ft. draped table is permitted directly outside of the assigned meeting room with one (1) sign no larger than 22"x28". Desks are permitted outside of the assigned space an hour before the approved event. Meeting signage may NOT include the AACR logo or name of AACR meeting.

The AACR **does not** allow information/welcome desks in public spaces of the official AACR headquarter hotels or the convention center. Desks are also not permitted in lobbies of any AACR participating hotels.

Signage

One (1) sign no larger than 22"x28" is permitted outside of the meeting room. Companies will not be permitted to post promotional signs or literature in hotel lobbies or the Convention Center. No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the AACR name or logo, or otherwise suggest or imply that AACR has endorsed, sponsored or accredited the event, unless otherwise expressly permitted by AACR. You are not permitted to stand in public areas of the Convention Center or hotel lobby/hallways to promote your meeting. Directional signage is to be kept at a minimal and is not permitted in Headquarter Hotels. Companies found violating these guidelines risk penalties from AACR. AACR also reserves the right to remove, without notice, signage in violation of the above guidelines. Promotion of meetings is not permitted in AACR's contracted hotels through "room drops".

On-Site Requests

All organizations interested in hosting an event while on-site must adhere to the AACR Affiliate guidelines by completing the Affiliate Function Space Request Form and submit via email to exhibits@aacr.org. AACR will determine whether the proposed activity appears to meet AACR standards and requirements and will notify the applicant via email if the event has been authorized. Upon authorization, AACR will release and assign hotel space for the requested event. From this point forward, the organization will work directly with the assigned hotel to plan the event.

All space will be released to the Non-Headquarter Hotels as the Headquarter Hotel space is on a first-come, first-serve basis and will be subject to special review.

Questions/Inquiries

Please contact exhibits@aacr.org for more information regarding Affiliates, Exhibits, and Meeting Rooms.

Important Affiliate Deadline Dates:

Week of February 1, 2023

HQ-Hotel Space Release

Friday, March 3, 2023

Administrative Application
Fee Discount Deadline