



## AFFILIATE EVENTS RULES & REGULATIONS

AASLD offers the opportunity for universities, government agencies, nonprofit, corporate, and industry groups to organize non-educational events over the course of The Liver Meeting® (TLM). Events planned independently of AASLD are categorized as Affiliate Events.

### APPLICATION FEES AND DEADLINES

There is a non-refundable application fee for each submitted application and a charge per day\* on multi-day selection(s). The application fee will be waived for nonprofit, and college/university sponsored events. TLM exhibitors will receive a 20% discount on their application fee, contact [Exhibits@asld.org](mailto:Exhibits@asld.org) to request the discount code.

	Before August 31, 2023	After August 31, 2023 & before October 23, 2023	After October 23, 2023
Corporate & Industry Application Fee	\$350	\$400	\$550

\*Staff Offices will be charged for only one day. Staff offices are limited to (2) two per organization.

### RULES AND GUIDELINES FOR MEETING SPACE SUBMISSION

To host Affiliate Events at AASLD hotels, restaurants, or other venues within a 10-mile radius of the convention center supporters must submit an affiliate application and the event must be approved by AASLD. Approval is required independent of whether the organization is requesting space from an AASLD venue.

Hotels will provide space once the request is approved by AASLD on a first-come, first-served basis. The supporter can then contact the venue to confirm meeting space and make further arrangements for meeting room rental and food and beverage requirements. Menus will be provided by the facility. A food and beverage minimum may apply.

To Reserve a Space:

- There is a **non-refundable** application fee for each submitted application.
- The application fee will be waived for non-profit, and college/university sponsored events.
- Supporters are not permitted to reserve meeting rooms directly through the hotels contracted by AASLD until the event is approved.
- Available space is limited and will be allocated on a first-come, first-served basis.

## MEETING TYPE GUIDELINES

Affiliate events are limited to no more than **(150) attendees**. AASLD reserves the right to request detailed schedules of events being held including the target audience. Event types include:

- **Small Meetings (0-50 attendees) including:**
  - **Focus Groups**
  - **Investigator/KOL/Thought Leader Meetings**
  - **Committee Meetings, Advisory and Executive Board Meetings**
- **Large Meetings (51-150 attendees) including:**
  - **Investigator Meetings**
  - **Staff Meetings**
- **Social & Networking Events**
- **24-hour hold Meeting Rooms**  
Meetings of internal staff only. Staff meetings should be closed to the public and do not include AASLD attendees unless they are full-time employees of the company. Rooms can be held on 24-hour basis with a schedule of events sent to AASLD, for approval, indicating non-blackout times by **August 31, 2023**. **Restricted to four (4) per organization.**
- **Staff Offices**  
Rooms held on a 24-hour basis, for multiple days, for staff use only. Also, for use of registration material pick up for large groups. **Restricted to two (2) per organization.**
- **Other Events**  
All other events **require** AASLD approval. If a proposed event is not defined or described above, the proposed event will still be subject to approval.

The following types of events are **NOT** allowed during TLM:

- **Welcome Desks**
- **Educational Presentations**  
Events that include formal presentations, equipment demonstrations, procedural instructions, or continuing medical education (CME) are defined by AALSD as educational and are considered a satellite symposium. Separate application and fee apply.
- **Promotional Meetings**  
Meeting presenting data or to launch a drug or study. Promotional presentations are considered product theaters. Separate application and fees apply.

## ADDITIONAL OPTIONS

- **Business Suites:** Exhibitors may purchase Business Suites on the exhibit hall floor during exhibit days for (5) or (10) person meetings. Contact [exhibits@asld.org](mailto:exhibits@asld.org) for more information.
- **Hospitality Suites:** Hospitality suites are reserved through onPeak, AASLD's official housing partner. Contact Kate Araniz at [Karaniz@asld.org](mailto:Karaniz@asld.org) for more information.

## RESTRICTED AND APPROVED TIMES

The TLM schedule is developed to maximize attendees' participation in AASLD's scientific program and exhibits. Affiliate Events, inclusive of transportation and registration, may only be held during the times indicated in the chart below. All restricted times are reserved for AASLD programs and functions.

Allowed Affiliate Event Times and Formats					
Event Type	Friday, 11/10	Saturday, 11/ 11	Sunday, 11/12	Monday, 11/13	Tuesday, 11/14
<b>Small and Large Meetings (0-150 attendees)</b>	Before 8:30 AM 11:30 AM–1:00 PM 2:30–3:30 PM After 6:30 PM	Before 9:00AM 10:30–11:30 AM 1:00–2:30 PM 4:00–5:00 PM After 7:30 PM	Before 9:00AM 10:30– 11:30 AM 1:00–2:00 PM 3:30–4:30 PM After 6:00 PM	Before 9:00AM 10:30– 11:30 AM 1:00–2:00 PM 3:30–4:30 PM After 6:00 PM	Before 9:00 AM After 11:30 AM
<b>Staff Offices (Limit 2 per Organization)</b>	No Restriction	No Restriction	No Restriction	No Restriction	No Restriction
<b>Social &amp; Networking Events</b>	Before 8:30 AM After 6:30 PM	Before 9:00AM After 7:30 PM	Before 9:00AM After 6:00 PM	Before 9:00AM After 6:00 PM	Before 9:00 AM After 11:30 AM
<b>Staff Meetings</b>	No Restriction	No Restriction	No Restriction	No Restriction	No Restriction

Affiliate Event times are Eastern Time (ET).

No Affiliate Event restrictions on Wednesday, November 8<sup>th</sup> or Thursday, November 9<sup>th</sup>.

## MARKETING ACTIVITIES

All invitations for Affiliate Events must be submitted to AASLD for review by **October 20, 2023**.

Onsite marketing activities for affiliate events are restricted to the sponsor's exhibit booth (if applicable) and one sign outside the assigned room just before the event starts. Promotion of the affiliate or off-site event is specifically forbidden in other areas of AASLD's convention center or hotels. Such invitations and signage will be removed and discarded.

The mention of a free or complimentary gift is prohibited in all invitations and promotional material.

## TRANSPORTATION

AASLD approval of bus staging is required. Organizations providing transportation to and/or from the convention center and participating hotels to an affiliate event must contact AASLD no later than **October 20, 2023**.

## USE OF AASLD NAME, LOGO & ACRONYM

The names, logos, and acronyms of the American Association for the Study of Liver Diseases and The Liver Meeting® (which includes The Liver Meeting Digital Experience™) are the exclusive property of and are trademarked by AASLD. They may not be used in any way, for any purpose or at any time (including but not limited to announcements, invitations, emails, web publications, etc.) without the express written permission of AASLD, which may be withheld or conditioned in AASLD's sole discretion.

**The only terminology that will be approved for use in all printed material referencing the meeting (including emails and publication on the Web) is:**

- While attending The Liver Meeting® 2023.
- While attending The Liver Meeting Digital Experience™ 2023.
- While attending the 74<sup>th</sup> AASLD Annual Meeting.

**It is **not** acceptable to use:**

- At The Liver Meeting® 2023.
- At the 74<sup>th</sup> AASLD Annual Meeting.
- In conjunction with The Liver Meeting® 2023.
- In conjunction with the 74<sup>th</sup> AASLD Annual Meeting.

**If given approval to use The Liver Meeting® 2023 in your terminology, you must attribute AASLD's trademark as follows: The Liver Meeting® is a registered trademark of the American Association for the Study of Liver Diseases. You may not use our trademark(s):**

- In, as, or as part of your own trademarks.
- To identify products or services that are not ours.
- In a manner likely to cause confusion.
- In a manner that implies inaccurately that we sponsor or endorse, or are otherwise connected with your own activities, products, and services.

## VIOLATIONS

All Affiliate Events must be held in compliance with all guidelines and codes regarding the relationship between pharmaceutical and medical device/equipment industry and healthcare professionals. Supporters of an affiliate event (including consultants, PR companies, 3<sup>rd</sup> party planners and staff) agree to observe these rules and regulations. If an Affiliate Event supporter is found to have violated these rules and regulations, the supporting organization may be prohibited from holding an affiliate event the following year. Violations may also result in the loss of exhibitor priority points.