If your organization would like to obtain meeting space during the AAO-HNSF 2020 Annual Meeting & OTO Experience, please review the guidelines listed below and complete the Ancillary/Affiliate Meeting Application. **Space is limited, so please submit your request(s) as soon as possible.** All applications are due on or before **July 23rd, 2020** for approval without incurring a late fee. After this date, meeting space cannot be guaranteed.

**Ancillary/Affiliate Meeting Guidelines**

1. **What Qualifies as an Ancillary Event?**
   Any event affecting Annual Meeting attendees, including exhibitor staff meetings, scheduled outside of the official AAO-HNS/F program, including but not limited to:

   - **Type of Function(s):**
     - Alumni Receptions
     - Industry Pre-Conference and Post-Conference Meetings
     - Investigator Meetings
     - Committee and Board Meetings
     - Sales Training
     - Study Groups
     - Task Force
     - Hospitality Suite
     - Staff Meetings
     - Social Events/Dinners
     - Advisory Board Meetings
     - Hospitalities Suite

   All meeting requests and off-site events must be approved and reserved through the AAO-HNSF Meetings Department. It is a violation of the AAO-HNSF Exhibit regulations to reserve space directly at any facility. Cancellation of exhibit space will result in the immediate forfeiture of approval and the release of any assigned meeting space.

2. It is the affiliate/exhibitor group’s responsibility to distribute copies of this information to the appropriate company personnel and/or agents, representatives or contractors involved in planning activities for the AAOHNSF Annual Meeting & OTO Experience. It is the responsibility of organizers hosting events to make sure that those events comply with all applicable national, state and local laws and professional conduct codes, including AMA, PhRMA and AdvMed Codes, and state laws and regulations.

3. Affiliate and exhibitor groups may not conduct functions during AAO-HNSF education program hours or AAO-HNSF officially sponsored evening event function times.

<table>
<thead>
<tr>
<th>DATE</th>
<th>APPROVED MEETING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Sep 10 – Saturday, Sep 12</td>
<td>Function can be held anytime</td>
</tr>
<tr>
<td>Sunday, Sep 13 – Tuesday, Sep 15</td>
<td>Before 8:00 am or after 5:30 pm</td>
</tr>
<tr>
<td>Wednesday, Sep 16</td>
<td>Before 8:00 am or after 12:00 pm</td>
</tr>
</tbody>
</table>

4. To participate as an affiliate, a representative from your organization must be registered for the Annual Meeting. To participate as an exhibitor, your organization must be exhibiting at the OTO Experience.

5. Groups occupying space in the convention center or, hotels, or other venue, must have appropriate staff to coordinate all such activities.

6. All charges for service levied by the convention center, hotels, or other venues are the responsibility of the function sponsor. AAOHNS/F is not responsible for payment for any services connected with the event. AAO-HNS/F has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

7. Application Fee: Administrative fees are non-refundable. Application Fee is required upon submitting the request form. Any form without payment information will not be approved. ALL applications for **official hotels** received BEFORE July 23rd will be charged $500 per function. **Applications received AFTER July 23rd will be charged $600 per function.**

8. Once submitted, the AAO-HNS/F will review the application. If approved, function space will be assigned on a first-come, first served basis. Once space is assigned, a confirmation will be sent with the contact of the facility you will work directly with to finalize arrangements.

9. **The Submission Deadline for all applications and required documentation is July 23th, 2020** in order to have the function published in meeting program. An email notification will be sent to verify receipt of your completed application.

10. Ancillary event requests will be reviewed weekly. Please allow 7-10 business days for confirmation of meeting space assignment. Please do not contact the hotel/venue prior to receiving approval.

11. Submitters who contact venues on their own or otherwise attempt to circumvent the Academy’s space assignment process are subject to denial.

12. AAO-HNS/F reserves the right to accept, reject, or conditional acceptance, based on AAO-HNS/F’s sole discretion, for any reason, which need not be disclosed to the applicant. All outstanding obligations to AAO-HNS/F by the submitter, including payment of all debts, must be fulfilled.

13. The submitter shall protect, indemnify, hold harmless, and defend AAO-HNS/F, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys’ fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AAO-HNS/F, its officers, directors, agents or employees.

14. AAO-HNS/F has the full authority to interpret or amend rules at its sole discretion. All decisions will be final. Exhibitors/Affiliates agree to abide by any rules and guidelines that may hereafter be adopted. All matters or questions not covered by the above rules and guidelines are subject to the discretion of AAO-HNS/F. These rules and guidelines may be amended at any time by AAO-HNS/F, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AAO-HNS/F to such parties.
### General Information

**Organization**

**Contact Name**

**Address**

**City**

**State/Province**

**Postal Code**

**Country**

**Telephone**

**Cellphone**

**Email Address**

### Meeting Information

**Event Name**

Would you like to post your event?

**Purpose of Event**

**Day/Date**

**Start Time**

**End Time**

**Number of Attendees**

**Type of Attendees**

**Event Type**

Will you be ordering food & beverage?

Room Set:

- □ Conference
- □ Banquet Rounds
- □ Crescent Rounds
- □ Classroom
- □ Hollow Square
- □ Theatre
- □ U-Shape

### Headquarter and Official Hotels Information

For Westin Boston Waterfront Hotel (Headquarter Hotel) only.

Please select the group size/event type to determine the cost of holding your ancillary meeting

- □ 1-20 Participants $350
- □ 21-50 Participants $500
- □ 51-100 Participants $750
- □ 101-200 Participants $1,000
- □ Alumni Night $500

For Official Hotels only.

Events being held within the official AAO-HNSF hotel block will be charged a flat fee regardless of the type/size of event. All applications received BEFORE July 23th will be charged $500 per event. Applications received AFTER July 23th will be charged $600 per event.

- □ Before July 23th $500
- □ After July 23th $600

□ Aloft Boston Seaport

□ Boston Park Plaza

□ Boston Marriott Copley Place

□ Copley Square Hotel

□ Courtyard Boston Downtown

□ DoubleTree by Hilton Boston Downtown

□ Element Boston Seaport

□ Godfrey Hotel Boston

□ Hilton Boston Back Bay

□ Hilton Boston Downtown/Faneuil Hall

□ Hyatt Regency Boston

□ InterContinental Boston

□ Loews Boston Hotel

□ Midtown Hotel Boston

□ Omni Parker House

□ Renaissance Boston Waterfront

□ Revere Hotel Boston Common

□ Seaport Hotel

□ Sheraton Boston Hotel

□ Westin Copley Place Boston

□ Wyndham Boston Beacon Hill

□ YOTEL Boston

□ Other Venue/Facility

- □ For Program and Web Listings only $350

Please provide detailed information of the venue where event will be held (name, address, room assignment) _____________________________________________________________________________________________________

- □ Application Deadline: Thursday, July 23th, 2020

- □ Please submit one form per event

- □ Questions: Please email to meetinglogistics@entnet.org
Any and all charges for services levied by hotels or other venues are the responsibility of the function sponsor. AAO-HNSF is not responsible for payment for any services connected with the above event. AAO-HNSF has no authority over Any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue. Application and/or processing fees are non-refundable. It is required to pay the application fee upon submitting the application. Any form submitted without payment information will not be approved.

Cardholder Name

Payment Type (VISA, MC, AMEX)

Credit Card Number

Billing Address (if different from above)

Exp. Date

Security Code

I confirm that I have read the rules and regulations stated on this application. I agree to abide by the rules and regulations and understand that my event may be cancelled should I not adhere to these regulations. I understand that the processing/application fees are non-refundable and must be received before a meeting room assignment can be made.

Signature

Date

Questions/Inquiries
Please contact Meetings Department at meetingslogistics@entnet.org with any questions or for more information.