



Social Function Guidelines

Location

Functions may be scheduled at official meeting hotels. All space requests must be approved and coordinated through ASHP. Requests will be processed and scheduled at hotels on a first-come, first-served basis and will be considered based on hotel availability.

Schedule

Functions may be conducted Saturday through Wednesday during times that do not conflict with ASHP programming and exhibits.

Permissible Times

- Saturday — any time before 2:00 p.m. and after 4:00 p.m.
- Sunday — any time before 7:45 a.m.

Morning programs

- Monday, Tuesday, Wednesday — any time before 7:45 a.m. All programs must conclude by 7:45 a.m.

Evening programs

- Monday and Tuesday — 5:30 p.m. start time

We recommend a 5:30 p.m. start time, as ASHP sessions do not conclude until 5:00 p.m.

Cost

ASHP does not charge a fee to conduct a social function, but organizations may be charged fees by the hotel, including but not limited to room rental, food/beverage, audio-visual equipment, and internet service.

Meeting Room, Audio Visual and Food/Beverage

ASHP will assist with placement of your program in official ASHP meeting hotels. For food and beverage, organizers may consult directly with the hotel once meeting space has been assigned. For audiovisual and computer needs, contact PSAV, the exclusive provider of audiovisual and computer vendor needs. You may order additional equipment directly by contacting Ed Bodnar at 214-210-8039 or ebodnar@psav.com.

Confirmation

All applications are subject to ASHP approval. Applications are processed on a first-come, first-served basis, and based on hotel availability. A representative from the assigned hotel will contact you directly to coordinate additional details. Confirmation of assigned day, time and hotel will be available on-line after the application has been submitted and approved. You will need your confirmation number to login and check the status of your request. **Note: Please allow at least 10 business days for confirmation of space.**

Signs

One professionally produced sign, not to exceed 30"x 40", may be displayed outside your assigned meeting room. ASHP does not permit the distribution or placement of symposium flyers or signs in any other area of the Convention Center or meeting hotels. The commercial supporter or organizer may display a sign in their exhibit booth. ASHP reserves the right to discard signs and flyers of any organization violating this policy.

Event Promotion

Activity brochures, signage, and other printed material must include the following phrase, "A Social Function conducted at the 2016 Summer Meetings and Exhibition." No other phrase or reference to ASHP or the ASHP Meeting is permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on function materials and may not list ASHP as a co-sponsor of the activity. If pre-registering attendees, printed material must also indicate that preregistration is for planning purposes only and seating will be available on a first-come, first-served basis. Program information will be published in ASHP materials according to the scheduled deadlines. Visit our [Advertising and Marketing Opportunities](#) page to learn more about lead retrieval, renting mailing lists, registration bag inserts, and other promotions. Social Functions will be published in the ASHP website as soon as they are approved by ASHP and the meeting hotel. You must click Yes to Publish within the application for it to appear in the online listing.

Changes/Withdrawals

Changes to your original schedule (date, time, hotel, attendance or cancellation) must be submitted in writing to exhibits@ashp.org. You must also cancel the space request with the hotel contact.

Application

Application for Social Function will open on February 1.