

**AMERICAN COLLEGE OF SURGEONS
CONVENTION AND MEETINGS
Annual Clinical Congress – October 19-22, 2024 – San Francisco, CA**

GUIDELINES FOR ANCILLARY EVENTS

These Guidelines for Ancillary Events pertain to social and/or other events that are planned by organizations meeting in conjunction with the ACS Clinical Congress. Exhibiting companies requesting function space for internal business meetings, please contact Jenna Blandi-Jurgil at 312-202-5402 or jblandijurgil@facs.org. Exhibiting companies requesting space for an Exhibitor Event, please contact Kate Poetker, Exhibits Manager, at 312-202-5210 or kpoetker@facs.org for the appropriate details.

ACS CLINICAL CONGRESS HOURS & EVENT RESTRICTIONS/POLICIES:

- a. **The Annual Clinical Congress commences on Saturday, October 19, 2024, at 8:00 am and adjourns on Tuesday, October 22, 2024 at 5:00 pm.** Between these periods, organizations cannot conduct educational activities that would compete or otherwise interfere with the educational programming of the ACS Clinical Congress without approval by the ACS.
- b. **Organizations meeting in conjunction with the ACS cannot have commercial exhibits as part of their ancillary event that would directly compete with the official hours of the Annual Clinical Congress.** Solicitation for commercial support for ancillary events from ACS exhibiting companies is prohibited without approval from the ACS.
- c. Events that are held at other venues (i.e. museums, banquet halls, etc.) must be approved by ACS but reserved/contracted directly by the sponsoring organization.
- d. Groups who contract third parties to plan functions are requested to submit a letter of authorization on the group's letterhead to the ACS stating the name of the third party, prior to requesting space.
- e. Ancillary events are considered events with restricted participation that are organized for business or social purposes by sanctioned organizations related to the ACS.
- f. Ancillary groups opting to not use the ACS preferred AV provider (which may be different than the hotel's AV vendor) may be subject to incurring additional set-up fees for any removal of AV equipment either before or after their event.

SPACE REQUEST PROCEDURES:

- a. All requests for meeting and social functions at participating hotels will be handled through the ACS Convention Office. Requests made directly with hotels will only delay confirmation of a function and may result in cancellation if in violation of the Guidelines.
- b. The [Ancillary Meeting Request Form link](#) to reserve meeting space is available for ancillary groups requesting to host a meeting/social event at all participating hotels in the ACS Housing Block. All information is * are required fields and will need to be completed before assignment of space.
- c. ACS will assign your meeting room and send an introduction email to the contact person at the hotel and your contact person. Initial assignments and confirmation letters will be sent to all in late July. Requests after this date will be sent as quickly as possible. Space assignments is solely based on the information provided from your submission and is based on space availability.
- d. Due to the number of conflicting requests received, preferred *and* alternate dates and venues *will be required* to proceed with the online submission process. **Please complete and submit one form per function.**

ASSIGNMENT OF SPACE:

- a. Space will be assigned on a first-come first-served basis.
- b. In mid/late-July 2024, the ACS Convention Office will notify organizers of their space assignments via email to the email address provided. The meeting venue will contact you shortly thereafter to begin making arrangements for your specific needs. Participating hotels may request a deposit before confirming your function.
- c. A food and beverage minimum for function space at the participating hotels may be assessed based on the amount of space and time needed. Dependent if extensive set-up is required or the amount of food and beverage is ordered meeting room rental fee may be assessed by the hotel. ACS has no control of this decision.
- d. If your function requires a sub-block of sleeping room accommodations (9 rooms or more), please contact via email Rachel Agustin at ragustin@facs.org and reference your organization with the [attached form](#). Sub-blocks will be allocated from the ACS Clinical Congress hotel room block inventory and will be coordinated through onPeak, the official housing agency. Please review the liability regarding sub-block usage as outlined on the request form. Should you require less than 9 rooms, you can book your reservations directly on [the ACS Clinical Congress website](#).

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RESPONSIBILITY OF ORGANIZER:

- a. Please note that although the ACS is providing function space for your group, it does not endorse your function and does not consider it to be a part of the official program.
- b. After space assignment is made by the ACS Convention Office, the organizer is responsible for finalizing all arrangements with the assigned hotel. It is understood that the ACS accepts no responsibility for the planned function after space assignment.
- c. A final guarantee must be given directly to the venue for all major food functions at least three (3) business days in advance of your function (please note, this could vary from venue to venue). You are also responsible for obtaining appropriate licenses for any copyrighted music used in connection with your function(s).
- d. Only authorized ACS-sponsored events may be charged to the ACS Master Account. Organizers of all other events are responsible for arranging payment directly with the hotel(s) for all event-related charges.
- e. Any liability regarding guest room usage (allocated sub-blocks as it pertains to attrition and cancellation penalties) will be the responsibility of the ancillary organizer.
- f. Cancellation of functions by ancillary organizers made after venue contracts and/or Banquet Event Orders are signed may be subject to cancellation charges from the venue. Organizers will be liable to pay any cancellation charges levied by the venue.
- g. Along with notifying the venue of a cancellation, ancillary groups are requested to notify to Jenna Blandi-Jurgil (jblandijurgil@facs.org), at the time of cancellation. The result of not doing this could impact future assignments.

ON-SITE EVENT LISTING:

- a. Complimentary listings of ancillary events are available in the Clinical Congress mobile app and on the [Clinical Congress website](#), for all events that indicated they would like to be listed. Please indicate during the online submission if you would like your event listed. All listings are subject to approval and listings are limited to event name, date/time and location of event.
- b. Events will be listed as indicated from the online portal. Changes and/or listing requests must be received no later than September 23, 2024.

SIGNAGE:

- a. Signs may not exceed 22”x28”; any signs exceeding this size will be removed. Organizers are responsible for coordinating their own signage. No other promotional signs are permitted in the convention center, hotels, or other venues.
- b. Signage at the room entrance just prior to your function is allowed, provided it is within the size allocation above, and in accordance with your assigned venue’s policies on signage. Organizers are responsible for coordinating their own signage (unless the function is approved to take place at the convention center, and then signage must be coordinated with ACS Convention Management).
- c. Organizers must remove any function signage and handouts from their assigned rooms at the conclusion of the event.
- d. The distribution of handbills, fliers or other literature within the convention center or participating hotels is prohibited, except for distribution of product literature in rented exhibit booths.

Violators of these Guidelines will be subject to disciplinary action.

QUESTIONS/FURTHER INFORMATION:

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