



**ASCP 2017 Small Event Request Form**

***\*Please complete the below information and return to the  
ASCP Executive Office at [info@ascpp.org](mailto:info@ascpp.org).***

The 2017 ASCP meeting days are **Monday, May 29 – Friday, June 2, 2017**. To request a small event, please complete the below information. All requests will be reviewed by the ASCP Steering Committee. Notifications will be sent via email for approval.

Small events may include: advisory boards, meetings of investigator groups, organization board meetings that have restricted and defined attendance and company sponsored receptions that are open to all ASCP attendees. Satellite scientific symposia are not permitted at ASCP.

If you are interested in hosting events in a suite, please email [info@ascpp.org](mailto:info@ascpp.org) for additional information.

**Any receptions, hosted suite functions, or meetings (on or off-site) must occur at the following times:**

- Monday, May 29:** Before 12:00 p.m., or after 4:00 p.m.
  - Tuesday, May 30:** Before 8:15 a.m., or after 7:45 p.m.
  - Wednesday, May 31:** Before 8:15 a.m., 11:15 a.m. – 1:00 p.m., or after 7:45 p.m.
  - Thursday, June 1:** Before 8:15 a.m., 12:00 p.m. – 2:00 p.m., or after 5:45 p.m.
  - Friday, June 2:** Before 8:15 a.m., or after 12:00 p.m.
- \*During the day, breakfast meetings must end *before 8:15 a.m.*

**Groups are asked to refrain from hosting events except during these available time slots.** Your adherence to these time frames is appreciated as to not distract from the scientific sessions.

**Group/Meeting Name:** \_\_\_\_\_

***The meeting host must be a registered ASCP 2017 attendee at the time of this request.***

**Name of Registered Host:** \_\_\_\_\_ **Host Phone:** \_\_\_\_\_

**Contact Name (if different than host):** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Scope of the Session:** \_\_\_\_\_  
\_\_\_\_\_

**Requested Date and Time:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Room Set Up (if known):** \_\_\_\_\_



Will you require any Audio Visual? **YES** **NO** (if yes, you will be contacted for specifics)

Will you be ordering any food and beverage? **YES** **NO** (if yes, you will be contacted for specifics)

### **Small Event Guidelines:**

- Any advertisements, e.g., **flyers and signs**, may **NOT** include the name ASCP, its sponsors, or imply any co-sponsorship.
- Signs may only be displayed outside the event location.
- Attendee mailing lists are not available for distribution.
- Hotel door drops are not permitted for large events. Door drop invitations for functions of less than 20 are subject to review and approval by ASCP.
- Special consideration should be taken to refrain from making lavish arrangements, gift giving, advertising and commercial presentation (e.g., brand name decorations and/or gifts).
- Event locations must be identified and pre-approved by ASCP. Any changes in schedule or room assignment must first be approved by ASCP.
- All group meetings, on or off-site, must occur outside of ASCP-scheduled sessions and events.
- If hosting a hospitality suite, please refrain from scheduling and announcing luncheon events that conflict with the poster sessions.
- The meeting host must be a registered ASCP 2017 attendee at the time of their request.