

Background Information

There are two types of external meetings affiliated with AAIC:

- I. **Corporate Sponsored Symposia** are events held by the corporate sponsors (pharmaceutical companies) to educate researchers about their specific drug or study. These meetings are offered to gold and platinum level sponsors only. These meetings have different approved times and guidelines.

- II. **External ancillary meetings** are smaller meetings requested by any AAIC attendee or partner company (i.e. sponsor or exhibitor.) These meetings cannot take place at the Colorado Convention Center and must be booked outside of registration hours. No requests for all day offices will be approved.

External groups should not contact the hotel in order to book space, but rather work with the Association for meeting space needs. The Association reserves the right to ask the conference hotel to cancel an external ancillary meeting that was not previously approved by the Association.

The process to apply for meeting space is:

1. The external ancillary application is posted on the AAIC website once registration has opened, and applications are accepted up to three weeks before AAIC.
2. Once an application is received, it is reviewed by Conference Services to ensure that it fits within the proper timelines.
3. One copy of the application is kept by Conference Services and one copy goes to the Association's Finance department to process the ancillary application fee. The ancillary application fee is \$500 per meeting requested. The ancillary application fee must be paid before the hotel space is released to the requesting party.
4. Once the Finance department confirms payment, the Conference Services team will hold one of their contracted spaces at an AAIC hotel for the group.
5. Once a space is selected for the group, Conference Services will send the requester a confirmation letter detailing their approved timeslot and meeting location, as well as a receipt for their ancillary application fee.
6. When the confirmation is sent, a hotel contact is introduced.
7. At this point, the external ancillary contact can begin working directly with the hotel to plan their event. The hotel may ask the external group to sign an agreement.

External Ancillary Meeting Guidelines

General Information

Events may not conflict with any official Alzheimer's Association events, educational sessions or exhibition hours. These meetings cannot take place at the Colorado Convention Center.

The external party is responsible for all charges related to their event.

Approved Dates and Times*

Sunday, July 25	All day
Monday, July 26	6:30–7:45 a.m. or 5–9 p.m.
Tuesday, July 27	6:30–7:45 a.m. or 5–9 p.m.
Wednesday, July 28	6:30–7:45 a.m. or 5–9 p.m.
Thursday, July 29	6:30–7:45 a.m. or 5–9 p.m.
Friday, July 30	6:30–7:45 a.m. or 5–9 p.m.

*Listed in Mountain Time

External Group Offices

No requests for all day offices will be approved. Exhibitors seeking all day offices are welcome to purchase Business Suites on the exhibit hall floor. For information about Business Suites, please contact Greg Andruch at gandruch@heexpo.com.

Promotion Guidelines

The external group is responsible for promoting their event. External ancillary meetings are not listed in the AAIC program book, on the AAIC website, virtual platform, or AAIC mobile app.

Signage Guidelines

Signage for the external ancillary meeting is not allowed at the Colorado Convention center. Appropriate signage at meeting location, on the day of the event only, per hotel guidelines is approved.

Registration & Logistics

The external group is responsible for handling registration and onsite management of their event. One person from the external group must be designated as the sole contact.

Association Contact

For questions regarding external ancillary meetings, or to submit an ancillary meeting application, please contact:

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