



Annual Meetings 2018
Other Events Instructions
Denver, CO • November 17–20



COMPLETING THE OTHER EVENTS CONTRACT

- **ONE EVENT PER FORM:** You may only request space for one event per form. If you have more than one event, copy the form as needed. Follow up two days after you send in the form to ensure it was received.
- **EVENT TYPE:** Choosing the event type will help us understand what your event is about.
- **ESTIMATED ATTENDANCE:** Forms will not be accepted without this information. Be as accurate as possible.
- **ROOM ARRANGEMENT:** If no room arrangement is chosen, we reserve the right to choose the arrangement for your event.
- **ROOM PLACEMENT:** Events will be scheduled based on the following dates and deadlines. Events will not be scheduled between these dates.

If we receive your contract and payment:

By June 1:

- Event listed in *Program Book*, which is mailed to registrants in October
- Confirmation of room assignment by July 16.

By June 29:

- Event listed in *Program Book*, which is mailed to registrants in October
- Confirmation of room assignment by July 30.

By August 24:

- Event listed in *At A Glance*, which is distributed onsite.
- Confirmation of room assignment by September 17.

By October 12:

- Event will not be listed in printed publications
- Confirmation of room assignment by November 5.

After October 12:

- Event will not be listed in printed publications
- Confirmation of room assignment will be handled on an individual basis

LISTINGS IN THE OTHER EVENTS PROGRAM BOOK

- You must check the appropriate box on the front of this form if you wish to have your event listed in the *Program Book*. The *Program Book* deadline is June 29. If no box is checked, the event will have a basic listing.
- The name of your event, day, date, time and location will be printed.
- If you wish to provide additional text (no more than 200 words permitted), see the examples page. You must email text to OtherEvents@annual-meetings.org.

FEES, PAYMENT, AND DEADLINES

- Fees are assessed per half hour time slot.
- Any event that extends into the next half hour time slot will require reservation of the full time slot.
- All change requests after June 29 will incur a \$20-\$60 per half hour fee. (Includes day, time, or location.)
- Fees charged for scheduling your event are nonrefundable. There will be a \$30 fee for all returned checks.
- No online reservations will be accepted after October 12.



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EVENT LISTING EXAMPLES

Example #1: Basic Listing (default)

AM1

Organization and Title of Event

Day, 8:00 pm-9:30 pm

Hotel – Room Name

Example #2: Expanded Listing

AM2

Organization and Title of Event

Day, 8:00 pm-9:30 pm

Hotel – Room Name

Note that the below is a suggestion of what data you might want to input in your description. All submissions will follow this format in the Program Book. If any one, or all, of these items does not apply to your event, feel free to omit it.

If a book or Journal title is mentioned anywhere in the session listing, please indicate that by putting the title in parenthesis.

**Sessions may either have panelists or papers in the listing, not both. Any session may have presiders, respondents, and/or a description.*

- Jane Doe, University of Anywhere, Presiding
- Additional description in paragraph form if desired
- Panelists or Paper Listings

Option 1 – Panelists

Panelists:

Sally Doe, Anywhere University

Bob Doe, Atlanta, GA (city and state if not institutionally affiliated)

Joe Doe, Anywhere University

OR

Option 2 – Papers

“Title of Paper” Sally Doe, Anywhere University

“Title of Paper” Bob Doe, Atlanta, GA (city and state if not institutionally affiliated)

“Title of Paper” Joe Doe, Anywhere University

- Responding: John Doe, University of Anywhere