



## **HOPA Annual Conference**

### **ANCILLARY MEETING GUIDELINES**

Companies and organizations may apply to hold closed ancillary meetings generally from the Monday prior to the HOPA Annual Conference through the Sunday following the conference. These meetings must be approved by HOPA and are permitted only during specified times that do not conflict with official HOPA-sponsored activities.

Acceptable purposes for ancillary meetings include internal sales/business/staff meetings, exhibitor pre-con meetings, advisory boards, focus groups, consultant meetings, investigator meetings, and invitation-only receptions.

HOPA expects that companies that are subject to the PhRMA code will adhere to that code during the HOPA annual meeting. HOPA recognizes that the intent of the PhRMA code is to separate marketing and education. The sponsoring company is responsible for assuring that all vendors understand and comply with the stated PhRMA guidelines; a violation of the guidelines will be attributed to the sponsoring company, regardless of whether executed by that company or one of its vendor/subcontractors.

Fees for ancillary meetings at the HOPA conference will be:

\$2,500 for internal sales, business or staff meetings, exhibitor pre-con meetings, consultant meetings or invitation only receptions.

\$10,000 for meetings that require participation in a focus group, investigator or similar meetings. For meetings that extend into two or more days, there will be an additional \$10,000 charge per day.

\$20,000 for meetings that require participation in a focus group, investigator or similar meetings. Fee includes: meeting room, list of HOPA volunteers, audio visual, Wi-Fi.

In order to obtain meeting space, all meeting room requests must be submitted via the Meeting Room Request Form below no less than 30 days prior to the start of the HOPA conference. *Space is limited, so please submit your request as soon as possible.* All requests are subject to approval. For more information, contact Julie Ichiba at HOPA.

HOPA will approve meeting requests on a first-come, first-served basis. You will be notified via e-mail if your request has been approved. An invoice for payment will accompany the approval of your request. If your meeting is approved, you will be contacted by the conference hotel directly to discuss your meeting logistics and room requirements.

If you prefer to hold your meeting outside of the conference hotel, you must contact the preferred property directly for space once you receive written approval from HOPA.

**Approved Meeting Times:** Ancillary meetings may not be held during the same time frame as any HOPA programming. A schedule of acceptable time-frames will be published in association with each live meeting.

### **Responsibilities Agreed To By Signing the Request Form**

- Ancillary meeting organizers are responsible for providing the hotel with specifics with regard to room set, audiovisual, guarantees, and food & beverage requirements.
- Organizers are responsible for all costs associated with the ancillary meeting, including hotel labor costs, audiovisual fees, equipment service, food & beverage, etc.
- Organizers will take full responsibility for the ancillary meeting and will hold harmless HOPA, its officers, agents, and employees from any and all liability associated with the event.
- Changes to attendance estimates that can be accommodated within the assigned space are acceptable, but any changes in the date and/or time must first be authorized by HOPA.
- Ancillary meeting programs are not developed, sponsored, or planned by HOPA. The HOPA logo, conference theme or images, or meeting schedule may not be used in any mailing pieces, signs, advertising, or promotions in any media, either inside or outside of the meeting hotel, before, during, or after the meeting. The HOPA name or acronym may only be used if communication is reviewed and approved in advance by HOPA.

HOPA prohibits the distribution of ancillary meeting announcements or promotional materials within the conference hotel. Hotel room drops are only allowed through HOPA.

- If any of HOPA's policies are violated, HOPA reserves the right to cancel the ancillary meeting at any time. The company's status concerning future HOPA annual meetings could also be jeopardized.
- Ancillary meetings are not developed, sponsored, endorsed or planned by HOPA. The HOPA logo, HOPA conference theme or images, or meeting schedule may not be used in any mailing pieces, signs, advertising, or promotions. The HOPA name or acronym may only be used if communication is reviewed and approved by HOPA.