

## TERMS AND CONDITIONS

### SCHEDULING RESTRICTIONS

- Large events (more than 50 guests) cannot detract from attendance at official ATS sessions or compete with Non-CME Symposia, and must be held either prior to the start of or immediately following conference activities.

**Requests for 50 guests or more are eligible to be held ONLY during the following dates/times:**

Friday, May 19: Before 8 a.m. and after 4 p.m.

Saturday, May 20: Before 8 a.m. and between 5:30 - 7p.m.

Sunday, May 21: Before 7 a.m. and after 9:30 p.m.

Monday, May 22: Before 7 a.m. and after 4 p.m.

Tuesday, May 23: Before 7 a.m. , between 4 p.m. - 6:30 p.m., and after 9:30 p.m.

Wednesday, May 24: Before 7 a.m. and after 3:30 p.m.

*\*Internal, Staff-only Meetings are not restricted by these dates and times.*

- If you are interested in applying for a **Multi-Day use space with non-staff attendance**, please contact Shannon Payne at [spayne@thoracic.org](mailto:spayne@thoracic.org).

- Companies looking to reserve a **hospitality suite** can do so through the ATS Official Housing Vendor Experient, A Maritz Global Events Company. Please cancel this request and contact Experient at Tel: (800) 967-8852 Toll Free/ (847) 996-5832 Local & International, or [ATSGRPS@experient-inc.com](mailto:ATSGRPS@experient-inc.com).

- If you would prefer a **Meeting Suite or a Meet Up room** in Walter E. Washington Convention Center, please contact Stacy McManus at [smcmanus@thoracic.org](mailto:smcmanus@thoracic.org).

### FUNCTION CONTENT

- The American Thoracic Society welcomes hotel meeting room requests for social functions and receptions, committee meetings, advisory board meetings and staff meetings.

- Presentations must not include educational or scientific content unless the attendees have a contractual or otherwise close relationship with the outside organization (close relationship is defined as an employee, consultant, or grantee).

- Press conferences and media events are not eligible for hotel meeting space during the ATS conference dates.

- The use of any space within the hotel or convention center should support conference activities, and cannot be used in combination with developing CME/CE Material or any form of Professional Credit. To learn more about supporting CME, contact Michelle Turenne, Chief, Corporate Alliances and Business Development at [mturenne@thoracic.org](mailto:mturenne@thoracic.org) or 212-315-6448.

- Independent study groups and merchandise sales are not eligible for function space in the hotels; however, you can obtain Meeting Suite space in Walter E. Washington Convention Center for these functions by contacting Stacy McManus [smcmanus@thoracic.org](mailto:smcmanus@thoracic.org) or 212-315-8699.

#### FUNCTION SIGNAGE

- Signs are allowed outside the entrance to your meeting room one hour prior to and during your event. The Host Company or Third Party Agency is responsible for producing this signage.

- Signs may not be placed in the lobbies of any conference hotels. If signs are found in outside of the allowable space, ATS Staff and/or Hotel Staff reserve the right to remove the signs from view.

- All signs are subject to the regulation of your respective meeting facility. Please check with your hotel coordinator as each hotel is different.

#### HOTEL ROOMS

- The ATS requires occupants of all hotel rooms booked within the official ATS 2017 room block to have a matching registration in their name. If you are managing an affiliated meeting or event and require a hotel reservation, please contact Shannon Payne for registration instructions at [spayne@thoracic.org](mailto:spayne@thoracic.org) or 212-315-8605.

#### APPLICATION FEE

- The ATS application fee is a processing fee only and is not tied to any costs associated with your event.

- **Application Fee is not refundable if application is denied.**

- **NO REFUNDS** are provided to Benefactor level corporate members that do not select the exempt option.

- Application Fee is unrelated to the room rental fee or food & beverage minimum you may incur at the hotel.