

Affiliate Events – Terms & Regulations

AST understands the value of having a large number of specialists in one place and we offer the opportunity for universities, government agencies, non-profit and corporate/industry groups to organize and independently plan non-educational events over the course of the Cutting Edge of Transplantation Meeting.

All affiliate events (both on and offsite) must be approved by AST and approval will be based on the regulations outlined below. Once affiliate activity is approved, the company will work directly with the venue and audio-visual company to make all arrangements including selection and payment.

Approval of Events

All events must fall within the stated guidelines on available times and activities allowed as posted on the affiliate events webpage. Exceptions will not be made.

Cancellation Policy

Any affiliate events that are cancelled forfeit the non-refundable administrative fee paid to AST. No refunds will be issued for cancelled events. Cancellation of the event must be received in writing.

Content and Use of the AST Name & Logo

Any advertisements, promotions or invitations for affiliate events must bear the following statement: “This program is not affiliated with AST.” This statement must appear on the cover/front page of any copy using at least 12 pt. font size.

The AST/Meeting logo or Meeting name may not be used in any promotions, advertisements, meeting materials or correspondence related to events.

Fees & Payment

Room setup, food and beverage, audiovisual, and other costs must be arranged and paid for directly with the hotel and other vendors.

Marketing Activities

Onsite marketing activities for affiliate events are restricted to the sponsor's exhibit booth (if applicable) and one sign outside the assigned room just prior to the state of the event only. Promotion of the affiliate or off-site event is specifically forbidden in other areas of AST designated venue or hotels. This includes door drops, distribution of invitations, signs and/or exhibitor agents, designees, or staff holding signage or directing attendees. Such invitations and signage will be removed and discarded. **AST mailing list rentals are not available for affiliate event promotion.**

Room Block and Meeting Space Requests

For those wanting to book rooms at the AST discounted group rate and/or secure meeting space, please contact Jennifer Gillespie @ jgillespie@myast.org. If your request includes a room block request, please include a room block grid of how many rooms you are looking to secure per night. If your request includes a meeting space request, please include your dates, type of event, F&B/AV request.

Space Assignments

Space assignments will begin two months prior to the meeting date and will be assigned on availability on a first come, first served basis, based on when the emailed request is received. Space assignments will be confirmed via email by AST Meeting Staff.

Upon confirmation, the organizer can contact the meeting facility and make further arrangements for any onsite needs. Menus will be provided by the facility and food and beverage minimums may apply.

ENCORE is the official audiovisual company for the AST CEoT Meeting and their services are available for your affiliate events. All arrangements for audiovisual equipment and support, including billing, must be made directly with ENCORE and not through AST.

Transportation

AST approval of bus staging for any offsite event is required. Organizations providing transportation to and from the activity and participating hotels and an event venue must contact AST.