

## Social Function Guidelines

### Location

Functions will be held in meeting rooms at official meeting hotels. All space requests must be approved and coordinated through ASHP. Space will be available on a first-come, first-served basis, and will be based on hotel availability.

### Schedule

Functions may be conducted Saturday-Thursday during times that do not conflict with ASHP programming and exhibits.

### Permissible Times

Saturday and Sunday: (all day)

Morning Programs:

Monday (any time before 8:45 a.m.)

Tuesday–Thursday (any time before 7:45 a.m.)

All programs must conclude by 7:45 a.m.

Evening programs:

Monday–Wednesday (5:30 p.m. start time)

### Cost

ASHP does not charge a fee for these events, but organizations may incur a charge from the hotel for food and beverage, audiovisual, and/or the meeting room rental.

### Meeting Room, Audiovisual, and Food/Beverage

ASHP will assist with placement of your program in official ASHP meeting hotels. For food and beverage, organizers may consult directly with the hotel once meeting space has been assigned.

For audiovisual and computer needs, Encore is the exclusive audiovisual and computer vendor for all affiliate events at the Hilton Riverside New Orleans and New Orleans Marriott. For consultation at the Hilton Riverside New Orleans, contact Jen Harvey, (504) 588-6682, [jen.harvey@encoreglobal.com](mailto:jen.harvey@encoreglobal.com). For consultation at the New Orleans Marriott Canal Street, contact Michael Pulizzano, (504) 300-8155, [michael.pulizzano@encoreglobal.com](mailto:michael.pulizzano@encoreglobal.com).

To help assist with planning, ASHP has provided menus for the headquarter and closest meeting hotels:

[Hilton Riverside New Orleans](#)

[New Orleans Marriott \(Canal Street\)](#)

[New Orleans Marriott Warehouse Arts District](#)

\*Note: Menus and pricing are subject to change without notice. Please confirm with hotel.

## Approval and Confirmation

All applications are subject to approval by ASHP. The hotel will call you directly to confirm the availability of space and will work directly with you to contract the space. Applications are processed on a first-come, first-served basis, and requests for a specific day are honored to the extent possible. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials. Please allow a minimum of 10 business days for processing.

## Signs

One professionally produced sign, not to exceed 30" x 40", may be displayed outside your assigned meeting room. ASHP does not permit the distribution or placement of flyers or signs in any other area of the convention center (with the exception of the organizer's exhibit booth, should one be reserved) or the hotels. ASHP reserves the right to discard signs and flyers of any organization violating this policy.

## Event Promotion

Activity brochures, signage, and other printed material must include the following phrase: "A Social Function conducted at the 2024 ASHP Midyear Clinical Meeting & Exhibition." No other phrase or reference to ASHP or the ASHP meeting is permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on symposium materials and may not list ASHP as a co-sponsor of the activity. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

If you are preregistering attendees, printed material must also indicate that preregistration is for planning purposes only and seating will be available on a first come, first-served basis. A social function listing will be published on the ASHP website and ASHP LIVE! app. Visit our [advertising and marketing page](#) to learn more about pre-registration list rental, coordinating registration bag inserts, and other promotions.

## Changes/Withdrawals

Changes or cancellations to your original schedule (date, time, hotel, attendance) must be submitted in writing to Michelle Rasnick Tyler at [mrasnicktyler@ashp.org](mailto:mrasnicktyler@ashp.org). If you cancel your event, you must cancel the space request with the hotel contact.

## Application

The online application must be filled out and submitted to ASHP for review and approval. Please allow a minimum of 10 business days for processing.

Apply for a Social Function (application will open in early August)