



ISPOR 2024 is the leading global conference for Health Economics and Outcomes Research (HEOR), for discussion and dissemination of the latest trends in healthcare. The ISPOR conference presents a prime opportunity for affiliates of ISPOR – exhibitors, sponsors, and symposia hosts to hold Affiliate Events in conjunction with ISPOR’s Annual Meeting. All Affiliate Events and Private meetings held in conjunction with ISPOR 2024 must adhere to the following process and established criteria for Affiliate Events and Private Meetings.

AFFILIATE EVENT REQUEST PROCESS

Any Affiliate Event that includes attendance by ISPOR conference delegates regardless of the hosting organization status (exhibitor, sponsor, and symposia host) is considered an Affiliate Event and is required to complete a Submission Form for review and approval by the ISPOR Global Events Team. The designated venue for ISPOR 2024 is the Georgia World Conference Center– Please do not attempt to make reservations directly with the venue or any ISPOR program hotels before approval. This will forfeit your request for space. These venues will not reserve sleeping rooms, suites, or meeting rooms/function spaces for Affiliate Events for any individuals/organizations during the annual meeting without prior approval from the ISPOR Global Events Team.

Submissions

Requests for Affiliate Events held during ISPOR 2024 must be submitted for approval to the ISPOR Global Events Team via this [submission form](#) (per event). If you have any questions prior to submitting your Affiliate Event request, please email exhibit@ispor.org. All required fields must be completed for a submission form to be considered final and for submission to proceed to the review and approval process. Affiliate Event space is limited, and requests will be considered on a first-come, first-served basis.

All submissions must be completed and submitted by Friday, April 19th, 2024.

Approvals

The ISPOR Global Events Team will review submission requests to determine whether the proposed Affiliate Event meets ISPOR criteria. The Company contact on the submission form will be notified by email within ten (10) business days of receipt of the request if the Affiliate Event has been approved or denied. Upon authorization, the Global Events Team will inform the Venue of the approval and connect the Company contact with the venue directly. From that point forward, the approved organization will work directly with the Venue to plan and contract the event.

Once your Affiliate Event has been approved, no changes (day, date, time, size, event type) of any kind are allowed without a secondary review of the proposed changes. For all modifications, please email exhibit@ispor.org for a secondary review and approval. Affiliate Events with modifications that are not approved are subject to cancellation.

AFFILIATE EVENT CRITERIA

To make certain your Affiliate Event complies with ISPOR’s criteria please review the following information.

Approved Dates and Times for Affiliate Events

Affiliate Events are only permitted during hours that do not conflict with the Conference Educational Program, Poster Sessions, or other official ISPOR functions. Events may only be scheduled as follows:

Prior to Monday, May 6: No time restrictions, events can be held all-day

Monday, May 6th **Before** 8:30 a.m. and Any time **after** 7 p.m.

Tuesday, May 7th **Before** 8:30 a.m. and Any time **after** 7 p.m.

Wednesday, May 8th **Before** 8:30 a.m. and Any time **after** 1 p.m.

Note: Times are listed in EDT – please plan accordingly for your Affiliate Events

AFFILIATE EVENT GUIDELINES

The Company contact for each approved Affiliate Event is responsible for ensuring that all vendors, speakers, and event invitees understand and comply with the Affiliate Event Criteria as outlined. The approved company will be held responsible for the activities of any third-party agency appointed on its behalf. The approved Company holding the Affiliate Event is responsible for disseminating the criteria for ISPOR 2024 Affiliate Events among its staff and affiliates. Any violations by a third party will be considered a violation by the approved company.

Affiliate events must meet the criteria outlined in this document. If an approved company is found to violate the rules governing Affiliate Events or misrepresent the type of event submitted (e.g., requests a social reception and holds an educational session), the Affiliate Event will be immediately canceled.

The approved Affiliate Event Company organizing the Event is responsible for all costs associated with the approved Affiliate Event, including but not limited to items such as - room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc. ISPOR is not responsible for payment of any services connected with the Affiliate Event and ISPOR has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by the Venue. ISPOR reserves the right to attend/monitor all Affiliate Events without prior notice. Affiliate Events not adhering to the criteria run the risk of being suspended and/or canceled.

PRIVATE MEETING REQUEST PROCESS

Private meeting space is intended for small client and internal meetings with no more than 10 attendees. Private meetings are not intended for educational presentations. Private meetings held at the venue must be scheduled during the conference hours. Please refer to the conference program for hours and updated schedule.

Any Private Meeting that includes attendance by ISPOR conference delegates regardless of the hosting organization status (exhibitor, sponsor, and symposia host) is required to complete a Submission Form for review and approval by the ISPOR Global Events Team. Please do not attempt to make reservations directly with the venue or any ISPOR program hotels before approval. This will forfeit your request for space.

Once your private meeting request has been approved, no changes (day, date, time, size, event type) of any kind are allowed without a secondary review of the proposed changes. For all modifications, please email exhibit@ispor.org for a secondary review and approval. Private meetings with modifications that are not approved are subject to cancellation.

Private meeting space at the Georgia World Congress Center (GWCC) is limited and approvals are subject to availability.

Payment Terms

The affiliate contact is responsible for all costs for any additional services or labor required. ISPOR will invoice you directly for the room rental at Georgia World Congress Center (GWCC), the conference venue ONLY. For all other preferred venue locations, room rental will be charged and invoiced by the venue directly.

Upon receipt of the invoice the Exhibitor and/or Sponsor Company is required to submit payment in full within thirty (30) days of the invoice date. After thirty (30) days the Affiliate Meeting Room will be withdrawn however failure to make payment does not release the contracted or financial obligation of the Exhibitor and/or Sponsor. All Affiliate Meeting Room approved requests executed sixty (60) to one (1) day (March 6, 2024 – May 5, 2024) prior to the event are required to submit payment in full upon receipt of the invoice. As a reminder, Affiliate Meeting Rooms are not considered finalized until payment is received.

The approved company organizing the meeting is responsible for all costs associated with the approved Private meeting, including but not limited to items such as – room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc. ISPOR is not responsible for payment of any services connected with the Private meeting, and ISPOR has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that the Venue requires. ISPOR reserves the right to attend/monitor all meetings without prior notice. Private meetings not adhering to the criteria risk being suspended and/or canceled.

Cancellation Policy

Affiliate Meeting Rooms may be cancelled via written notice to ISPOR.

Over 45 days' notice – 50% Refund will be provided

Less than 45 days' notice – No Refunds provided.

Submissions

Requests for Private Meetings held during ISPOR 2024 must be submitted for approval to the ISPOR Global Events_Team via this [submission form](#) (per meeting). If you have any questions prior to submitting your Private Meeting request, please email exhibit@ispor.org. All required fields must be completed for a submission form to be considered final and for submission to proceed to the review and approval process. Private Meeting space is limited, and requests will be considered on a first-come, first-served basis.

DISCLAIMERS

Once your request is approved, contact information for all service providers will be forwarded with the acceptance of your affiliate event or private meeting request. The Company contact liaison is responsible for all costs for additional services or labor. ISPOR is not responsible for private property being left unattended in the reserved Affiliate Meeting Space. Please be mindful of all personal property and valuables throughout the conference.

All matters and questions not covered by the above guidelines are subject to the discretion of ISPOR. These guidelines may be amended at any time by ISPOR, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by ISPOR to contracted parties.

The Exhibit and/or Sponsoring Company requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow the guidelines outlined. The affiliate group shall protect, indemnify, hold harmless and defend ISPOR, its officers, directors, agents, and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ISPOR, its officer, directors, agents or employees.