

# Ancillary Meeting Guidelines

AABB will welcome over 3,500 attendees to the 2022 Annual Meeting in Orlando, FL where professionals from the fields of blood and biotherapies will meet to discuss the latest trends and technologies. Exhibitors are welcome to further their partnerships with this highly targeted audience by holding ancillary events during the 2022 Annual Meeting.



## The AABB Ancillary Meeting Guidelines Include:

- Only 2022 AABB Annual Meeting exhibitors, universities, and nonprofit organizations may request permission to hold ancillary meetings from Thursday, September 29 – Tuesday, October 4, 2022.
- Every meeting held during the 2022 Annual Meeting, regardless of whether it is in an AABB contracted hotel or not, restaurant, or in any other venue, must be approved by AABB.
- Exhibiting companies that hold events that are not officially approved by AABB will not be permitted to hold events at future AABB Annual Meetings and will lose all Priority Points earned at the 2022 AABB Annual Meeting.

*PLEASE NOTE: If AABB receives a written notice that an exhibiting company is cancelling exhibit space, all ancillary meeting approvals, as well as housing reservations, badges, and support opportunities held by said company will be cancelled immediately. No exceptions will be granted.*

# Ancillary Meeting

“Ancillary meeting” refers to any activity/event/meeting that is independently organized and offered by a company/organization other than AABB and held on the days immediately before or during the 2022 AABB Annual Meeting.

Ancillary meetings with an educational or scientific focus or intent are strictly prohibited unless the requesting company has requested to hold an Industry Workshop. Please contact Pat Hilpl at

[pat\\_hilpl@AFassanoCo.com](mailto:pat_hilpl@AFassanoCo.com)

for additional information.

## Attendee Ancillary Meetings

“Attendee Ancillary Meetings” are events that include 2022 AABB Annual Meeting attendees (non-company personnel) and may be held on the following dates and times only:

**Thursday, September 29**

8:00 am – Midnight

**Friday, September 30**

8:00 am – Midnight

**Saturday, October 1\***

7:30 pm – Midnight

**Sunday, October 2\***

6:30 pm – Midnight

**Monday, October 3\***

6:45 pm – Midnight

**Tuesday, October 4**

11:45 am – Midnight

*\* Industry Workshops will also be scheduled on these nights.*

## Approved Attendee Ancillary Meetings Include:

**Focus Groups/Market Research Groups:** Events that target a specific group of meeting attendees to obtain specific data. The event is by invite only and a list of invitees and topic must be provided to AABB prior to the meeting being approved.

**Hospitality Suites:** Function space used as a base to greet invited attendees and/or provide a lounge to them. The AABB Board of Directors requires all hospitality suites to be closed during official events and after midnight. This regulation was adopted to make the Annual Meeting a pleasurable experience for everyone.

**Hospitality/Social Functions:** Receptions, meet and greet functions, dinners, and other meetings where there is non CME/CNE/CE credit offered or non-accredited educational programming. The event is by invite only and a list of invitees must be provided to AABB prior to the meeting being approved.

**Investigator Meetings and Updates/Key Opinion Leader (KOL):** Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate. The event is by invite only and a list of invitees and topic must be provided to AABB prior to the meeting being approved.

**Patient Group or Nonprofit Organization Meetings:** A list of invitees must be provided to AABB prior to the meeting being approved.

# Non-Attendee Ancillary Meeting

“Non-Attendee Ancillary Meetings” are events that only company personnel will be present, and may be held on the following days and times:

<b>Thursday, September 29</b>	5:00 am – Midnight
<b>Friday, September 30</b>	5:00 am – Midnight
<b>Saturday, October 1</b>	5:00 am – Midnight
<b>Sunday, October 2</b>	5:00 am – Midnight
<b>Monday, October 3</b>	5:00 am – Midnight
<b>Tuesday, October 4</b>	5:00 am – Midnight

## Approved Non-Attendee Ancillary Meeting Examples Include:

**Staff/Company/Board Meeting:** Attendance is limited to the staff of the company (exhibiting company, university, or nonprofit organization) holding the event. These meetings cannot include 2022 AABB Annual Meeting attendees or prospective attendees unless the individual is an employee of the company holding the event.

**Business-to-Business (B2B) Meetings:** Includes meetings between exhibiting company personnel and/or investors.

# Rules and Regulations Ancillary Meetings

- Submit one Ancillary Meeting Request Form per event, per day.
- Start times are inclusive of transportation. No exceptions to this schedule may be made. Any violations of this policy are subject to penalty, including a loss of priority points.
- Meeting requests and approvals are valid only for the 2022 AABB Annual Meeting.
- Companies that hold events that are not approved by AABB will risk losing all Priority Points that would have been earned for participation at the 2022 AABB Annual Meeting.
- AABB contracted hotels in Orlando, FL will not reserve meeting rooms or function space for anyone during the Annual Meeting dates without prior written AABB approval.
- Your organization is responsible for all costs and billing arrangements for the event.
- Once AABB approves your request for an ancillary meeting, AABB will provide the hotel contacts for you to discuss further logistic arrangements. AABB’s official hotels will require written approval from AABB prior to discussing your event.
- Changes to meeting time and date require that a revised meeting request form be submitted and approved again.
- All organizations requesting space are responsible for the actions of their employees and agents, and are expected to follow AABB policies. Failure of a participating company or its agents to follow these policies are subject to penalty, including loss of priority points.
- By submitting an Ancillary Meeting Request form, you agree to abide by these policies.

# Ancillary Meeting Request Fees & Helpful Information

For 2022 AABB Annual Meeting exhibitors, universities, and nonprofit organizations there is a \$500 non-refundable administrative fee for each meeting request, per event, per day.

Please allow for a minimum of five (5) business days for review of your event. Once full payment is received and processed, you will receive the approval notice via email.

Since the fee is non-refundable, it is recommended to contact your preferred hotel or venue to check availability before submitting the request.

All ancillary meeting requests must be submitted no later than **September 9, 2022**. Cancellation notices must be received in writing before **September 15, 2022**.

[Online Request Form](#)

## Contact

### Event Approvals and Logistics

#### Ekaterina Torres

Meetings and Awards Manager  
+1.240.333.6605 | [etorres@aabb.org](mailto:etorres@aabb.org)