Eligible meetings and events organized by exhibitors, universities, non-profit organizations and government entities may be held in conjunction with the ACR annual meeting. Any meeting or event that involves ACR scientific meeting attendees hosted by a company or organization, regardless of exhibiting status, is considered an affiliate event and must be approved by the ACR.

All third-party agencies acting on behalf of an exhibiting company are expected to adhere to ACR exhibitor rules and regulations, including all affiliate event guidelines. The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf.

Eligibility
To hold an affiliate event, you must be one of the following:
• a 2019 exhibitor
  ⇒ *If the ACR receives notice that an exhibiting company cancels exhibit space, all affiliate event approvals, as well as housing reservations, badges, etc., will be cancelled.*
• a non-profit organization
• a university, college or school of medicine
• a division of the government

APPROVED TIMES, POLICIES & CATEGORIES
Meetings and events must adhere to the policies, rules and regulations, and guidelines listed below and must be approved by the ACR. Events cannot offer CME (except for approved industry symposia). The ACR does not allow signs, banners or hospitality/registration desks in lobbies or in any public areas of hotels or the convention center publicizing affiliate events. One sign placed directly outside the assigned meeting room is permitted.

Approved Times: Affiliate events may be held during the times listed below and in the Affiliate Events Schedule. All other times are reserved for ACR programming. On-site registration for affiliate events may not begin before the approved event time.

Non-Attendee Meetings
• Any event at which only full-time employees of the organization will be present
• Cannot include ACR attendees unless the individual is an employee of the company or sits on the board
• May not offer CME
• Approved Times: unrestricted

Attendee Meetings
• Any event in which ACR attendees will be present
• May not offer CME
• Attendee Meetings include:
  ⇒ **Advisory Boards:** Sponsored and financially supported by a pharmaceutical/biotech organization, academic center, nonprofit organization or consortium that focuses on a genuine need, benefits patient welfare, documents outcomes and advances the field of rheumatology.
  ⇒ **Committee Meetings:** A meeting of a group of people for administrative purposes.
⇒ **Focus Groups:** Meetings that target a specific group of attendees to obtain specific data.

⇒ **Investigator Meetings:** Restricted to fewer than 150 individuals and sponsored and/or financially supported by a pharmaceutical/biotech organization, academic center, nonprofit organization or consortium that focuses on institutional review boards or regulatory agency-approved protocols and serves to review conduct or results of a specific study. Such studies must benefit patient welfare, document outcomes and advance the practice of rheumatology.

⇒ **Social Functions:** A reception, dinner, etc., where there is no CME educational programming. Speakers may be engaged provided they are primarily employed by (primarily employed is defined as 50 percent or more of an individual's working time) the supporting organization. *The ACR does not regulate, endorse or support social events. The ACR strongly discourages large social events.*

**Approved Times – Industry Events:**
Friday, November 8: unrestricted
Saturday, November 9: before 7:30 a.m. and after 6:30 p.m.
Sunday, November 10: before 7:30 a.m. and after 8:30 p.m.
Monday, November 11: before 7:30 a.m. and after 8:30 p.m.
Tuesday, November 12: before 7:30 a.m. and after 8:30 p.m.
Wednesday, November 13: after 12:30 p.m.

**Approved Times – University, Government and Non-profit Organizations:**
Friday, November 8: unrestricted
Saturday, November 9: before 4:30 p.m. and after 6:30 p.m.
Sunday, November 10: before 7:30 a.m. and after 6:30 p.m.
Monday, November 11: before 7:30 a.m. and after 6:30 p.m.
Tuesday, November 12: before 7:30 a.m. and after 6:30 p.m.
Wednesday, November 13: after 12:30 p.m.

*University, Government and Non-profit Organizations may hold committee meetings from 12:30 p.m. to 2:30 p.m.*

**Hospitality Suites**
- Hotel Hospitality Suites can be reserved by exhibitors and used for social events as well as for any of the other approved meeting types. The guidelines and the approved times for the particular meeting/event must be followed and ACR approval must be received.
- To obtain a hospitality suite, contact ACR Housing & Registration
  Convention Management Resources (CMR)
  101 Mission Street, Suite 200
  San Francisco, CA 94105
  Email: ACRhousing@cmrus.com
  Phone: 800.990.2446 or 415,979.2286 (6:00 a.m.-6:00 p.m. Pacific Time)

**Industry Supported Symposia**
⇒ Companies interested in offering a symposium should refer to the Industry-Supported Symposia Guidelines.
⇒ There is a separate application process for this type of event.
Fellows-in-Training/Medical Students/Residents Events

⇒ Any event or activity outside those offered by the ACR is prohibited from Thursday, November 7, through Wednesday, November 13.

WHAT YOU NEED TO KNOW

• To make sure your events are in compliance, refer to the “Approved Times, Policies and Categories” listed above and the exhibitor Rules and Regulations.
• Upon submission of your application, you will receive an email approval from the ACR, which will contain contact information for the major hotels.
• Approval of your event does not guarantee there will be space available for your event at a particular hotel.
• Hotels may charge a fee to cover set-up and labor costs if your event does not provide a minimum amount of food and beverage orders.
• The ACR is not responsible for contractual agreements made by event organizers or for any costs associated with or incurred by affiliate events.
• ACR reserves the right to cancel any meeting not within the guidelines outlined. The ACR will not be responsible for any costs incurred for cancelled events.
• Marketing materials, agendas and handouts must be in compliance with the Promotional Materials Guidelines. No reference to the ACR, the ARP or the Rheumatology Research Foundation (The Foundation) may be included.

Housing for Affiliate Events

Requests for hotel rooms must be made by the supporting organization through the online exhibitor housing process. Organizers of affiliate events should contact the exhibiting company’s official contact person to reserve hotel accommodations. For more information, see Exhibitor Housing in the Exhibitor Prospectus: Rules and Regulations Guide.

Signs/Information Desks

• The ACR does not allow information desks in public spaces of the official ACR hotels or the convention center for exhibitors, affiliate events or groups.
• The ACR does not allow signs or banners in lobbies or in any public areas of hotels or the convention center publicizing affiliate events. One sign placed directly outside the assigned meeting room is permitted.
• No reference to the ACR, the ARP or the Rheumatology Research Foundation (The Foundation) may be included.
• If transportation is being provided (see below), up to two persons may hold hand-held signs directly next to the vehicle 30 minutes prior to the stated departure time. No signs are permitted inside the convention center. Individuals holding hand-held signs must be professionally attired.

Transportation

Space for affiliate buses at Georgia World Congress Center and official ACR hotels is limited. Buses cannot interfere with the official ACR shuttle service. Prior approval must be obtained in advance to use driveways or bus lanes at ACR venues. Contact Erroll Hotard (erroll@eventtrans.com) at 888.447.4387, extension 330 or 877.865.3437. Transportation for affiliate events may not begin prior to 15 minutes before approved event times.
Third Party Planners
The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations for the ACR/ARP Annual Meeting among its staff and affiliates. Any violations by a third party will be considered a violation by the company and will be dealt with as outlined in the exhibitor rules and regulations.

ONLINE APPLICATION
• Organizations that wish to host an affiliate event must complete the Affiliate Event Application, which will be available in June.