



CLINICAL & SCIENTIFIC CONFERENCE

MDA Ancillary Event Request Form

Request Deadline: January 13, 2025

Updated: November 19, 2024- Space is extremely limited for Ancillary Event Space at the Hilton Anatole

An ancillary event refers to a function held in connection with the MDA Clinical & Scientific Conference by an organization other than MDA. Approval from MDA is required for all ancillary events. The requests will be reviewed in the order they are received. Please allow a two-week period for approval and issuance of the Letter of Agreement (LOA). The \$4,500 fee does not cover food and beverage (F&B) or audiovisual (AV) services. If you need these services, please inform MDA when submitting your application. If ancillary event space is available, space will be assigned no later than Monday, January 13, 2025.

If your company would like to obtain meeting or event space during the 2025 MDA Clinical & Scientific Conference, please review the Rules and Regulations below and complete this Ancillary Event Request Form. Requests will be reviewed weekly and approved on a first-come, first-served basis. As space is limited, be sure to submit requests as soon as possible. Please allow 48 business hours for receipt of confirmation.

Rules and Regulations:

“Companies/Organizations” refers to anyone requesting space on behalf of a company, individual, University, clinic, non-profit or other entity. Any groups found in violation of these rules and regulations risk a loss of the ability to attend and participate in future meetings.

Hospitality and Entertainment. Ancillary event request form(s) must be completed to request hosting a hospitality suite or dinner. Events of any nature must be approved by MDA. No function may be scheduled to conflict with any conference programs, activity hours, or exhibit hours. Failure to comply with processes and policies will result in forfeiture of future opportunities to host ancillary events at future MDA meetings.

Companies must exhibit and/or sponsor 2025 MDA Clinical & Scientific Conference to qualify for space approval for ancillary event(s).

Fees:

Event Organizer Fees:	<p>\$4,500 per event for up to three (3) hours, inclusive of setup time if held within the Hilton Anatole or outside venues that will recruit conference attendees.</p> <p><i>Please note this fee does not include any fees imposed by venue for room rental, food & beverage, audio visual, and any other additional services requested as part of Companies/Organizations ancillary event.</i></p>
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1. Companies may not contract space directly with the Hilton Anatole. Any groups found contracting directly without prior permission from MDA risk a loss of the ability to attend and participate in future conferences.
2. Companies may not secure space for poster and/or educational presentations or fundraising activities of any kind, including those that benefit MDA, without prior approval.
3. **Approved Ancillary Event Days and Times:** Approved Ancillary Events, regardless of sponsoring organization, may take place only during the following times (listed in Central Time). Times are subject to change based upon adjustments to the official MDA Program schedule.
 - Saturday, March 15 | All Day
 - Sunday, March 16 | 3:00 – 6:00 PM, 8:00 – 11:00 PM
 - Monday, March 17 | 6:00 – 8:00 AM, after 8:00 PM
 - Tuesday, March 18 | 6:00 – 8:00 AM, after 8:00 PM
 - Wednesday, March 19 | 6:00 – 8:00 AM, 2:00 – 6:00 PM

MDA will enforce these times strictly, and any activity that could potentially negatively impact the attendance of MDA sanctioned events is strictly prohibited.

4. **Hilton Anatole Move-in/Out Procedure** *[updated September 2024]*

Move-in and/or out for all public spaces at the Hilton Anatole shall occur outside business hours between 9:00 PM – 6:00 AM CT. Sponsoring organizations are subject to any overtime fees incurred for moving items into and/or out of ancillary meeting suites outside business hours. If you order furniture or any other large or non-handheld items for your meeting suite from Freeman or any other vendor, to allow for a “drop and run” approach Freeman/all vendors must pre-build as much as possible before bringing items into public spaces.

5. Activities are restricted to the confines of the assigned hotel event rooms and suites and may not be held in public areas, including but not limited to hotel lobbies or hallways, and sidewalks adjacent to the hotel or convention center. No signage may be publicly placed in hotel walkways, on doors, or in any space that would draw meeting attendees from sanctioned events.
6. All charges for services levied by the hotels and/or other venues are solely the responsibility of the function sponsor. MDA has no responsibility or authority over any charges, including but not limited to room rental, food and beverage minimums, audio visual pricing, internet charges, electric costs, etc. MDA will provide facility contact information in the approval letter. From that point forward, the organization will work directly with the assigned hotel to plan the event. Hotels will require organizations to sign a contract.
7. If a company is interested in securing space for an event/function at any other host-city venue (off-site) they may contact the venue directly but must first receive approval from MDA on the date, time, and content of the proposed event.
8. Companies/Organizations can provide signage and event promotions based on the following restrictions: Up to two (2) signs maximum, no larger than 24”x36” Signage may only be placed just outside of designated meeting space one (1) hour prior to the event start time and must be removed within 30 minutes of the conclusion of the event. It is the applicant’s responsibility to comply with MDA’s policy, as well as its selected hotel’s policy, concerning placement of signage. Any promotional signage, including hand-held, within the MDA meeting area including hallways, stairwells, and escalators is prohibited.
9. Anyone involved in planning a function must observe the MDA Rules and Regulations as listed. is the Company/Organization is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined in the Ancillary Event Request Form. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with the MDA Clinical & Scientific Meeting. In the event the Company/Organization is unable to ensure conducting themselves professionally, MDA reserves the right to terminate all approvals.
10. Functions found to be in violation of these guidelines shall be immediately terminated. The Company/Organization waives any rights to claims of damages arising out of the enforcement of these guidelines.
11. Refund Policy & Fees: No refund of fees will be processed if a confirmation letter has already been sent. Cancelling an event with the hotel does not automatically cancel the event with MDA or entitle the Company/Organization to a refund of fees paid.
12. All matters and questions not covered by the above guidelines are subject to the discretion of MDA. These MDA guidelines may be amended at any time by MDA, 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 MDA to such parties. Your company shall protect, indemnify, hold harmless, and defend MDA, its officers, directors, agents, volunteers, subcontractors, employees, and/or representatives against all such claims, liabilities, losses, damages, judgments, or settlements, including reasonable attorney fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the negligence of MDA, its officers, director, agents, or employees.



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Company Information	
Company Name:	
Agency Name:	
Address:	Street: City: State: Zip Code: Country:
Phone:	
Fax:	
Email:	
Signature: <i>(Indicates you have read and agree to the rules and regulations of the MDA Guidelines)</i>	
Event information	
Event Name:	
Event Date:	
Event Start Time:	
Event End Time:	
Set-up Time:	
Purpose/Description of Event:	
Target Audience:	
Number of Expected Attendees:	
Name of Executive in Charge: <i>(Director or Higher)</i>	
Email of Executive in Charge: <i>(Director or Higher)</i>	
Name of On-Site Person in Charge:	
Email of On-Site Person in Charge:	
Attendee Information	
Type of Function:	Function is by invitation only Function is for staff only Function is open to all MDA Conference attendees
Event Location	
Preferred Location:	Hilton Anatole Other:
Event Room Needs:	
Room Set-Up:	Conference Classroom Theatre (just chairs) Crescent Rounds Banquet/Rounds Board Room U-Shape Reception Hollow Square Other:
Minimum Square Footage:	
Other Information:	