

### PEDIATRIC ACADEMIC SOCIETIES (PAS) Ancillary Events Policy

The purpose of this policy is to specify the types of Ancillary Events, including Extended Ancillary Events, that nonprofit organizations or government agencies are permitted to hold in conjunction with the PAS Meeting in support of our vision to be the premier North American scholarly child health meeting. For purposes of this policy, “in conjunction with” is understood to mean conducted during the days of the PAS Meeting (Wednesday to Tuesday) and occurring within a 100-mile radius of the hotels, convention center, or other venues contracted by the PAS. “Nonprofit organization” is understood to mean organizations that have been granted such status by the US Internal Revenue Service or similar international body. “Government agency” is understood to mean an agency established by a sovereign government.

NOTE: For commercial ancillary events, see the PAS Exhibit & Sponsorship Opportunities Prospectus.

**Policy Scope:** Ancillary Events proposed by the following nonprofit organizations, governmental agencies, or by their faculty, staff, or contracted staff, are guided by this policy:

- PAS Partner, Alliance, Affiliate, and Club organizations as listed on the PAS Meeting website
- Hospitals, clinics, or other centers of care supporting pediatric research, clinical care or education
- Academic/educational institutions supporting pediatrics education or research
- Nonprofit organizations formed to support pediatrics or related issues
- Governmental agencies with a charter related to the support of pediatrics or related issues

**Types of Permitted Ancillary Events:** Ancillary Events should advance the vision of the PAS Meeting, the field of academic pediatrics and pediatric research and should not detract from or compete with official PAS programming or events. Acceptable events include, but are not limited to:

Acceptable Ancillary Events	Example
Business or board meeting	AAP Executive Committee Meeting PAS PC & Leadership Breakfast IPRF Board of Trustees Meeting IPHA Members Meeting
Conference	APA-sponsored QI Conference APPD Forum for Fellowship Directors Conference
Committee meeting	APS Committee on Diversity and Inclusion APA Editorial Board Breakfast
Interest Groups	Clinical Trials APA and PAS Special Interest Groups*
Multi-year scholars' programs	APA/APS/ABP New Century Scholars Program
Receptions/Social/Networking Gatherings	Yale New Haven Children's Hospital Reception Joint SPR Science Research Showcase & Reception
Recruitment Interviews	PSDP Fellows interviews
<b>Not Permitted Ancillary Events</b>	Ancillary Events targeting PAS attendees but without PAS-authorization. Ancillary Events competing with official PAS programming.

**Qualification Criteria:** Proposed Ancillary Events must meet the following criteria:

- **Proposal Submission:** Complete event details must be submitted through an official PAS Meeting call. Event proposals should include sponsor/organizer name, event title and purpose, audience size, logistical requirements, and all other questions indicated.
- **Policy Compliance:** Event organizers agree to be aware of and in compliance with PAS policies, including billing, financial requirements, timelines, signage, registration, badge/ticket procedures, and use of only PAS-authorized service providers and venues.
- **Schedule:** Ancillary Events are scheduled during PAS pre-con days (Thursday and Friday) and in the allowed hours noted below. Events typically are three hours or less in duration. For longer events, see Extended Ancillary Event below for additional criteria. Events longer than three hours in duration must be approved by the PAS Program Chair.
- **Content:** Any ancillary event that contains educational and/or scientific content should complement, rather than replicate or compete with the PAS programming and programming times; comply with applicable CME rules and regulations as administered by the official PAS CME provider; and be deemed acceptable by the PAS Program Chair or his/her designee. Content cannot be rejected submissions from the PAS programming calls. Ancillary Events that include scientific content must be approved by the PAS Program Chair. Independent content calls, separate from the official PAS content calls are not permitted.
- **Fees and Expenses:** If applicable, PAS Ancillary event fees must be paid in full. The cost of goods and services purchased for the event from PAS-authorized vendors are the sole responsibility of the event organizer (i.e., AV, catering, etc.).
- **Registration:** PAS Meeting registration for all event participants is required through the PAS website. Questions related to special guest or staff registration, exceptions, or timelines should be directed to the PAS Meeting Director.
- **Space:** Conducted only in a PAS-contracted or approved venue assigned to the event by the PAS Office. The PAS Office will assign and may re-assign space as needed to ensure optimal space utilization at the PAS Meeting.
- **Badge/Ticket:** Unless waived by the PAS Office, a PAS registration badge is required for entry to all approved Ancillary Events.
- **Marketing:** May not be conducted prior to Ancillary Event approval. All promotional materials, including websites, brochures, social media postings, emails, and fliers, should use the PAS logo, name, text, or other marks in compliance with PAS guidelines. Event organizers are responsible for timely response to guidance from PAS regarding revisions or updates to marketing materials.
- **Services:** Following space assignment, event organizers are responsible for all further event arrangements through PAS-approved service providers, unless otherwise instructed by PAS.
- **Speakers:** Any speaker support offered must comply with PAS Speaker Support policies.
- **CME:** CME, if relevant, must be offered via the official PAS Meeting CME provider or another PAS-authorized provider.

**Extended Ancillary Events:** Any proposed Ancillary Event that exceeds three hours in duration must meet the following additional criteria:

- **Proposer:** Only a PAS Partner organization may host an Extended Ancillary Event. If the Extended Ancillary Event is not part of a PAS Partner Organization, it must be approved by the PAS Program Chair.
- **Schedule:** May be conducted only during the initial pre-conference days (Thursday-Friday) and from 6:30-11pm during the PAS Meeting unless otherwise approved by the PAS Program Chair.

**Administration and Oversight:** The PAS Meeting Director has responsibility to implement this policy. He/she will consult with the PAS Executive Director, Program Chair, or other governance bodies as needed to determine final event approvals or rejections.

**Non-compliance Outcomes:** Any organization found to be in violation of this policy, as determined by the PAS Meeting Director, may be subject to actions up to and including event cancellation without refund of administrative or other fees.

**Approved Ancillary Event Days and Times:** Approved Ancillary Events, regardless of sponsoring organization, may take place only during the following times. Times are subject to change based upon adjustments to the official PAS Program schedule.

Thursday	7 am – 10 pm
Friday	7 am – 1:30 pm, 7:15 pm – 11:00 pm
Saturday	6 am – 8 am, 12:30 pm – 2 pm, 6 pm – 11 pm
Sunday	6 am – 8 am, 12:30 pm – 2 pm, 6 pm – 11 pm
Monday	6 am – 8 am, 11:30 am – 1 pm, 2:30 pm – 11 pm
Tuesday	Upon Request/Approval

\* The Ancillary Event policy exemptions made in 2022 for PAS and APA SIGs will prevail again for PAS 2023.