



ANCILLARY EVENT 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: A world with healthy children, adolescents, and families through advances in pediatric scholarship. 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 listed on the PAS Meeting website
- Hospitals, clinics, or other care centers supporting pediatric research, clinical care or education
- Academic/educational institutions supporting pediatric education or research
- Nonprofit organizations formed to support children and adolescents
- Governmental agencies with a charter related to the support of children and adolescents

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 event types include:

- Alumni Event
- Breakfast
- Committee/Business Meetings
- Dinner
- Lunch
- Reception

Commercial Opportunities: For inquiries regarding commercial opportunities, please contact carmen.beck@pasmeeting.org. Additional information can be found below.

- [ISS—Industry-Sponsored Symposia](#)
- [SCS—Sponsored Commercial Symposia](#)
- [Commercial Space Requests](#)

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:** Ancillary Events should not contain educational and/or scientific content.
- **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 Chief Meeting Officer.
- **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 reassign space as needed to ensure optimal utilization of space at the PAS Meeting.
- **Badge/Ticket:** Unless waived by the PAS, 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 support offered must comply with PAS Speaker Support policies.
- **CME:** CME is not allowed in Ancillary Events.

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 during the Approved Ancillary Event times posted each year.

Administration and Oversight: The PAS Program Director has responsibility for implementing this policy. He/she will consult with the PAS Chief Meeting Officer, 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 Chief Meeting Officer, 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-2 pm, 8 pm-11 pm
Saturday	6 am-8 am, 12:30 pm-1:55 pm, 6 pm-11 pm
Sunday	6 am-8 am, 1 pm-2:15 pm, 5:30 pm-11 pm
Monday	6 am-8 am, 11:30 am-1 pm, 4:15 pm-6 pm
Tuesday	Upon Request/Approval