



# Affiliate Event Regulations and Guidelines

## Introduction

Organizations wishing to hold meetings/events in conjunction with the Biotechnology Innovation Organization (BIO) International Convention between Monday, June 3, 2024 – Thursday, June 6, 2024, must submit the Meeting/Event Approval Request form online to obtain BIO approval.

## Eligibility

Affiliate events are not planned or sponsored by BIO. Events planned independently of BIO are categorized as affiliate events. These activities provide opportunities for colleagues to gather and network with others within the industry.

Space for affiliate events will be provided only to requestors who are affiliated with BIO such as exhibitors, sponsors, related non-profit organizations, BIO members, and BIO attendees.

**Affiliated events will be booked into hotels in the official BIO block; events will not be assigned to the San Diego Convention Center.** Affiliate Events may not have exhibit tables and/or booths and may not model any kind of exhibit hall or exhibit function. Poster presentations and/or displays (in either print or digital format) are permitted.

### Examples of Affiliate/ICW (In Conjunction with) Events:

- **Board/Committee Meetings**
  - Small meetings, 25 people or fewer. Sponsored and financially supported by corporate/industry groups and government agencies. A designated group of people chosen or appointed to perform a specified service or function related to a specific area of expertise.
- **Focus Group**
  - Meetings that target a specific group of attendees to obtain specific data, evaluate services, or test new ideas. Thirty (30) attendees or fewer.
- **Hospitality Suite**
  - Social gatherings, sponsored and financially supported by corporate/industry groups and government agencies. All hospitality suites must be secured through the hotel.
- **Social/Networking Events**
  - Receptions, dinners, or other events, organized and sponsored financially by corporate/industry groups and government agencies.
- **Staff Meetings**
  - Meetings of organization's staff only. Staff meetings should be closed to the public and should not include BIO attendees unless they are full-time employees of the sponsoring company.



**Please submit one request per meeting/per meeting room space.**

Example: If you need to book Ballroom A for Meeting 1 and Meeting 2, please submit two requests.

The meeting/event approval process can take up to three (3) business days from the submission date. **Once your meeting/event has been reviewed, you will receive an email notification advising if the meeting/event has been approved or denied.** BIO reserves the right to deny or decline approval of any affiliate meeting or event request.

**Meeting/Event Space Requests will not be accepted after May 20, 2024.**

## To Reserve Your Space

- Applications for affiliate events must be submitted by **May 20, 2024**, and are approved on a first-come, first-served, rolling basis.
- All affiliate events must be approved by BIO. Approval will be based on the guidelines listed below.
- Meeting/Event coordinators are not permitted to reserve meeting rooms directly through BIO's official block hotels contracted by BIO until/unless the event is approved.
- Available space is limited and will be assigned on a first come first served basis.
- Please click the link to submit your applications. Submit one form for each requested event.
- If you have any questions, please email Bianca Mack, [bmack@bio.org](mailto:bmack@bio.org).

## Scheduling

BIO prohibits organizations from holding functions that compete with the BIO International Convention program and events. Functions or transportation to and from functions may not be held during the following times:

*\*Schedule is subject to change.*

Date	Prohibited Times
Monday, June 3	12:00 PM – 6:30 PM and 7:00 PM – 9:00 PM
Tuesday, June 4	8:30 AM - 6:30 PM
Wednesday, June 5	8:30 AM – 5:30 PM and 7:00 PM – 9:00 PM
Thursday, June 6	8:30 AM – 4:30 PM

## Meeting/Event Space Release

The meeting/event approval process can take up to three (3) days from the submission date. Once your meeting/event has been approved, you will receive an email confirmation and your request will be forwarded to the your assigned hotel. The hotel will contact you directly to discuss space availability and requirements.



## Meeting/Event Fees

All costs associated with the approved meeting/event are the responsibility of the organization hosting the event and are subject to agreement between the host organization and the assigned hotel. The host organization is responsible for any charges for meeting space, catering, audiovisual equipment, etc.

BIO does not charge a fee for the approval or cancellation of any affiliate event. The hotel selected may charge a fee for room rental, catering, AV or other items associated with your event. Affiliated event hosts agree to follow all rules and regulations. All meeting organizers or potential meeting organizers are responsible for ensuring that their company representatives and/or agents adhere to all rules and regulations. Any violations may jeopardize future exhibiting status and/or affiliate event requests.

## Meeting/Event Marketing

The name Biotechnology Innovation Organization and associated logos for BIO, BIO Events and the BIO International Convention logos are the property of the Biotechnology Innovation Organization. Use of the Biotechnology Innovation Organization or BIO logo in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests, and/or awards is strictly prohibited. Copying of data from any BIO.org website, including participant names, companies, or logos is strictly prohibited.

BIO provides specific logo and creative assets for use by attendees, sponsors, exhibitors, and approved affiliated partners participating in the BIO International Convention, which can be provided upon request.

Any use of logos or visual assets not provided by BIO may not be used in any way for any purpose or at any time including but not limited to announcements, invitations, emails, web publications, etc. without the express written consent from BIO. If you have any questions or requests, please contact Vice President, Marketing, BIO, Lisa Magerl, [lmagerl@bio.org](mailto:lmagerl@bio.org).

Approved terminology for the BIO International Convention for use in documents such as press releases or announcements is listed below and is restricted to attendees, media, exhibitors, sponsors, and approved affiliated partners participating in the BIO International Convention 2024.

Please note the use of capitalization and placement of the year when using these terms.

- The BIO International Convention 2024
- BIO 2024

Example of incorrect use include:

- BIC
- BIO Convention
- Bio International Convention



## Release and Regulations

If your event is not in compliance with BIO policies and guidelines list above, , you may be contacted by BIO to change the event so that it complies and/or the event may be cancelled.

BIO is not responsible for contractual agreements by the event organizer, or any costs associated with or incurred by affiliate events. In the event of cancellation, the event organizer or sponsor will be responsible for any venue costs or cancellation fees.

BIO's approval of the affiliate meeting/event request signifies only that BIO will endeavor to provide space for the affiliate meeting/event and is not an endorsement of the conduct or content of the affiliate meeting/event.

Once an affiliate application is submitted the organizer is consenting to release, indemnify, defend, and hold harmless BIO and its officers, directors, employees, agents, and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such affiliate meeting/event, including but not limited to claims asserted by any speaker or invitee at the affiliate meeting/event, the hotel (or other location) at which the affiliate meeting/event is held, or any other third party.

Important Note: BIO reserves the right to attend/monitor all affiliate events without notice. Violators will jeopardize participation in future BIO International Conventions and, if an exhibitor, their priority point standing may be impacted.

## Amendment and Addition to Regulations

Any matters not specifically covered by the *2024 BIO International Convention Regulations and Guidelines for Affiliate Meetings/Events* shall be subject solely to the decision of BIO. BIO may, at any time, amend or add further rules and regulations to the existing *2024 BIO International Convention Regulations and Guidelines for Affiliate Meetings/Events*.