

Affiliate Event Regulations and Guidelines

Introduction

Organizations planning to host meetings or events in conjunction with the BIO International Convention (June 22–25, 2026) must submit a Meeting/Event Approval Request online to obtain BIO approval. These guidelines ensure a coordinated, compliant, and successful event experience for all participants.

Eligibility

- **Non-BIO Sponsored:** Affiliate events are independently organized and are not sponsored by BIO.
- **Purpose:** These activities are intended to foster networking and industry collaboration.
- **Participant Eligibility:** Only registered attendees of the 2026 BIO International Convention—such as exhibitors, sponsors, BIO members, non-profits, and attendees—are eligible to request event space.
- **Event Location:** Affiliated events will be placed at designated hotels within the official BIO housing block. Events may not be held at the San Diego Convention Center (SDCC).
- **Event Types:** While exhibit booths are not permitted, poster displays (print or digital) are allowed.

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

- **Board/Committee Meetings**: Small groups (≤25 people), sponsored by industry or government, to address defined topics or functions.
- **Focus Group:** Targeted sessions (≤30 attendees) used for feedback collection, testing concepts or exploring new ideas.
- **Hospitality Suite:** Social or hospitality functions, secured directly through the hotel, funded by the sponsoring organization.
- **Social/Networking Events:** Receptions, dinners, and other social functions sponsored and funded by industry groups.
- **Staff Meetings:** Internal organization/company meetings, closed to the public, excluding external BIO attendees unless they are full-time employees of the host organization.

Note: Each request must be for a single meeting or event space. Separate submissions are required for multiple events or additional rooms.



Submission & Approval Process

- **Application Deadline: Requests must be received by June 12, 2026**. Submissions after this date will not be accepted.
- **Review Time:** Please allow up to three (3) business days after submission for review and initial response.
- **Notification:** Approval status will be communicated via email. Denied requests will also receive notification.
- **Multiple Events:** A separate request is required for each affiliate event and for each distinct space.
- **Reservation Procedure:** Once approved by BIO, your request will be forwarded to the appropriate hotel. The hotel will then contact the organizer directly to confirm availability, finalize meeting space and arrange logistics.

Scheduling & Timing Restrictions

To protect the integrity of BIO 2026 programming, affiliated events may not overlap with core BIO activities during the times listed below.

Please note: Functions or transportation to and from functions may not be held during the following times.

**This schedule is subject to updates. Refer to official communications for updates.*

Date	Prohibited Times
Monday, June 22	12:00 PM – 6:30 PM and 7:00 PM – 9:00 PM
Tuesday, June 23	8:30 AM - 6:30 PM
Wednesday, June 24	8:30 AM – 5:30 PM and 7:00 PM – 9:00 PM
Thursday, June 25	8:30 AM – 4:30 PM

Fees & Responsibilities

- **Cost Responsibility:** All expenses related to the affiliated event – including but not limited to venue rental, catering, audiovisual, décor and staffing – are the sole responsibility of the host organization and must be negotiated directly with the hotel and vendors.
- **BIO Fees:** BIO does not charge a fee for reviewing, approving or canceling affiliate event requests.
- **Rules & Compliance:** Organizers and their vendors must comply with all applicable BIO policies and hotel guidelines. Failure to comply may affect eligibility to participate at future BIO meetings.



Use of the BIO Name & Logos

- **Event Naming:** Affiliated events may not include the words "BIO" or "BIO 2026." In the event title.
- **Logo Use:** BIO's logos and trademarks are proprietary. Use of BIO logos or trademarks in promotional or event materials require prior written approval from BIO. Unauthorized use is strictly prohibited. Contact Francis Madrigal at fmadrigal@bio.org for question regarding logo usage.
- **Terminology:** When referencing the Convention in text, please use
  - *The BIO International Convention 2026*
  - *BIO 2026*

Unapproved variations like *BIO26, BIO Convention, or BIO International Convention (without the year)* are discouraged.

Regulatory & Legal Considerations

- **Compliance:** Non-compliance with these regulations may result in denial of the event request, cancellation of the affiliated event, or additional corrective action.
- **Liability & Indemnity:** By submitting a Meeting/Event Approval Request, organizers agree to hold harmless or indemnify BIO from any claims, damages, losses, or liabilities arising from or related to their affiliated event.
- **Monitoring & Attendance:** BIO reserves the right to attend or monitor or otherwise review any affiliate events, with or without prior notice, to verify compliance with these guidelines.
- **Impact on Future Participation:** Violations of these regulations may negatively affect exhibitor priority points, and/or the ability to participate in or host affiliate events at future BIO events. risk losing eligibility for future BIO events and may affect exhibitor priority points.

Amendments & Additional Guidelines

BIO reserves the right to update, modify, or expand these regulations at any time. Organizers are responsible for keeping informed of any updates and ensuring that all events remain in full compliance with the most current version of these regulations.

Contact Information

For questions or assistance regarding Affiliate Events, contact:

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