Virtual Ancillary Meeting Guidelines
Effective: September 15, 2020
Meeting Dates: December 5–8, 2020

Introduction

The American Society of Hematology (ASH) Annual Meeting & Exposition brings together over 30,000 professional attendees committed to the diagnosis and treatment of hematologic diseases each December. This presents a prime opportunity for affiliates of ASH – exhibitors, corporate supporters, ASH members, patient groups, nonprofit organizations, attendees, and investors – to hold meetings and events in connection with the four-day ASH annual meeting. ASH encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings during the ASH annual meeting. All ancillary meetings held in conjunction with the ASH annual meeting, from Thursday, December 3, 2020 through Tuesday, December 8, 2020 must adhere to these guidelines, regardless of the meeting location.

FOR 2020 ONLY: These guidelines have been updated to reflect that the 62nd ASH Annual Meeting and Exposition will now be an all-virtual event. While the ancillary request portal will be closed for this year, ASH still expects ancillary organizers to abide by these guidelines and blackout times.

Ancillary Meeting Examples

Other than the pre-approved Friday Satellite Symposia (FSS), which are industry-sponsored, CME-certified meetings held on the day preceding the annual meeting, ASH will be the sole provider of all educational and scientific programming from Thursday, December 3, 2020 through Tuesday, December 8, 2020. Consequently, any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these six days. Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- Private food and beverage functions that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited. An educational speaker is a non-corporate/executive staff who is considered a subject matter expert in the field of hematology-related discussion and may or may not receive a fee for their speaking services.
- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate.

- **Press briefings** provided that: (a) content must be pre-approved; and (b) the briefing must comply with any applicable embargo dates/times regarding ASH abstracts. Visit the ASH website to carefully review the Corporate and Institutional Press Policies and the Embargo Policy for the ASH annual meeting. Any questions regarding the correct embargo dates/times for the ASH abstracts should be directed to Michelle Lee at mlee@hematology.org.

- **ASH member meetings** involving a group of special interest experts who are working on a joint project (e.g., NIA grantees working on a consortium for anemia and the elderly, sickle cell researchers, or hemophilia treatment center directors). Only ASH members should be hosting events under this category.

- **Patient advocate groups or nonprofit organization meetings** that do not involve commercial-interest companies.

- **Advisory Board Meeting** that only involve corporate board members, which may also include some related experts in the field for general company-related discussion.

- **Investor Meetings** that only involve corporate investors; hematologists that are considered Key Opinion Leaders (KOLs) are prohibited from attending.

- **Exhibitor pre-conference meetings** that are designed to prepare exhibit staff for exhibit participation. These meetings can be held at any time.

- **Internal sales, business, or staff meetings** for exhibitors who are at the ASH annual meeting, provided that such meetings are closed to other ASH annual meeting attendees. These meetings can be held at any time.

Please note: Webinars and virtual conferences in conjunction with ASH will still be required to abide by these guidelines.

### ASH Invited Speaker Participation in Ancillary Meetings

All invited speakers are prohibited from presenting at ancillary meetings. If a speaker agrees to present at an ancillary meeting and subsequently accepts an invitation from ASH to speak at any official session or program, they will forfeit the ability to speak at the ancillary meeting. Due to ASH being the sole provider of all educational and scientific content during the ASH Annual Meeting, Key Opinion Leaders (KOLs) are prohibited from speaking on a specific topic at ancillary events.

All organizers are required to ensure any speakers selected for an ancillary event are not ASH invited speakers. A detailed list of confirmed invited speakers will be available on the ASH website in July with weekly updates being made as additional annual meeting speakers are confirmed. The list may be amended by ASH at any time prior to the start of the ASH annual meeting.
Please note: ASH abstract presenters (oral and/or poster), are not prohibited from speaking at ancillary meetings. They must, however, present their embargoed information at the official ASH program before presenting that information at an ancillary event.

Ancillary Meeting Requests

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

FOR 2020 ONLY: Ancillary meeting requests will not be required, as ASH has decided to present the 62nd ASH Annual Meeting and Exposition as an all-virtual event. The ancillary request portal has been closed for this year, thus there will not be a fee charged for processing ancillary requests.

If you have questions or require additional information about Ancillary Meeting Room Requests, please contact Kaitlyn Greene at asheventrequests@spargoinc.com or (703) 995-3860.

Approved Dates and Times of Ancillary Meetings

Ancillary meetings are only permitted during hours that do not conflict with the ASH Education Program, Scientific Program, Simultaneous Oral Sessions, Poster Session, and/or other official ASH events. Meetings must start and end within the approved times listed below. The following table provides approved dates and times during which ancillary meetings are permitted.

FOR 2020 ONLY: The following times are all provided in Pacific Standard Time (PST).

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning</th>
<th>Lunch</th>
<th>Evening</th>
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<tbody>
<tr>
<td>Thu, Dec 3</td>
<td>No time restrictions; events can be held all day</td>
<td>No time restrictions; events can be held all day</td>
<td>No time restrictions; events can be held all day</td>
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<tr>
<td>Fri, Dec 4</td>
<td>No time restrictions; events can be held all day</td>
<td>No time restrictions; events can be held all day</td>
<td>No time restrictions; events can be held all day</td>
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<tr>
<td>Sat, Dec 5</td>
<td>6:00 – 7:00 a.m.</td>
<td>11:00 a.m. – 12:00 noon</td>
<td>Any time after 4:00 p.m.</td>
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<tr>
<td>Sun, Dec 6</td>
<td>6:00 – 7:00 a.m.</td>
<td>11:00 a.m. – 12:00 noon</td>
<td>Any time after 4:00 p.m.</td>
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<tr>
<td>Mon, Dec 7</td>
<td>6:00 – 7:30 a.m.</td>
<td>10:30 a.m. – 11:30 a.m.</td>
<td>Any time after 4:00 p.m.</td>
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<tr>
<td>Tue, Dec 8</td>
<td>6:00 – 7:30 a.m.</td>
<td>11:00 a.m. – 12:00 noon</td>
<td>Any time after 4:00 p.m.</td>
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Promotion of Ancillary Meetings

All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the ASH annual meeting.* The use of any ASH logo or likeness on promotional materials is strictly prohibited. Brochures, posters, or marketing materials of any kind that contain a schedule of official ASH events such as the Education Program, Scientific Program, and oral/poster sessions are also prohibited.

Release and Indemnification of ASH

The organizer of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and ASH has no such responsibility; and (b) it will release, indemnify, defend, and hold harmless ASH 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 ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the location at which the ancillary meeting is held, or any other third party.

**Important Note:** ASH reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future ASH annual meetings and, if an exhibitor, their priority point standing may be impacted.