



# 103rd Annual Meeting

# LOS ANGELES



May 6–9, 2023  
Los Angeles Convention Center  
Los Angeles, CA, USA

## Affiliate Function Space Frequently Asked Questions

### Table of Contents

|  |   |
|--|---|
| What is an Affiliate Function? .....   | 2 |
| Who must submit an Affiliate Function Request? .....   | 2 |
| Can I submit an Affiliate Function Request if I'm not an exhibitor? .....  | 2 |
| Do I have to submit an Affiliate Function Request if I'm not using function space at an Official AATS Hotel or the convention center? .....  | 3 |
| What types of events are prohibited at Affiliate Functions? .....  | 3 |
| For which dates am I required to submit an Affiliate Function Request form? .....  | 3 |
| What are the deadlines for submitting an Affiliate Function Request? .....   | 3 |
| When are the black-out times for affiliate functions during the AATS 103 <sup>rd</sup> Annual Meeting? .....                                 | 4 |
| Is there meeting space available at the Convention Center? .....   | 4 |
| What are the fees for submitting an Affiliate Function Request? .....  | 4 |
| Is the application fee refundable? .....   | 4 |
| What if I decide to move my event to another Hotel after I received the confirmation? .....  | 4 |
| Are there other fees other than the application fee? .....   | 4 |
| How do I submit payment for the application fees? .....  | 5 |
| How do I submit an Affiliate Function Request? .....   | 5 |
| What are the steps for submitting an Affiliate Function Request? .....   | 6 |
| What are the guidelines for events held during the AATS 103 <sup>rd</sup> Annual Meeting? .....  | 6 |
| Will Industry-Supported Symposia, Technology Theaters, or Innovation Showcase be offered at the AATS 103 <sup>rd</sup> Annual Meeting? ..... | 6 |
| If I have any additional questions, who can I contact? .....   | 6 |



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## What is an Affiliate Function?

An affiliate or “ICW” (in-conjunction-with) function is any event held adjunct to the AATS 103<sup>rd</sup> Annual Meeting by an organization other than AATS. If the attendees at your event are also attending the Annual Meeting, then you must complete and submit an Affiliate Function Space Request form. All affiliate functions must be approved by AATS, whether hosted at an AATS hotel or elsewhere. Affiliate functions include, but are not limited to:

**Advisory Board Meeting** – A small gathering or meeting of board members, which may also include some related experts in the field of discussion.

**Focus Group** – A small meeting designed to evaluate services or test new ideas.

**Hospitality Room/Suite** (in a sleeping room or meeting room) – A room/lounge for attendees to come and go as desired.

**Internal Corporate Business** – A meeting of corporate board members and/or staff.

**Investigator Meeting** – A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed.

**Investor Meeting** – A small gathering for corporate investors.

**Office** – A room used by staff to conduct business during the meeting.

**Press Event** – Press briefings, news conferences, press receptions, satellite media tours, etc.

**Social Event** – A networking function that is non-educational in nature.

**Staff Meeting** – Any staff event held in a meeting room.

## Who must submit an Affiliate Function Space Request?

AATS requires ALL organizations (commercial and non-profit) that wish to hold functions of any size or nature in any location during the AATS 103<sup>rd</sup> Annual Meeting to complete an Affiliate Function Space Request form. **Organizations may not contract meeting space directly with Official AATS Hotels or with the Convention Center.**

## Can I submit an Affiliate Function Space Request if I’m not an exhibitor?

Yes, however if an organization has products that are relevant to the attendee, then they are required to exhibit in order to obtain meeting space. Non-exhibiting companies may not use meeting rooms or any other venue to promote products. AATS reserves the right to deny meeting space requests to companies that violate these policies.

If you wish to secure a booth in our Exhibit Hall, please visit our [website](#) for more information on exhibiting at the AATS 103<sup>rd</sup> Annual Meeting.



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## Do I have to submit an Affiliate Function Space Request if I'm not using meeting space at an Official AATS Hotel or the convention center?

Yes, AATS requires ALL organizations (commercial and non-profit) that wish to hold functions of any size or nature in any location (including restaurants, other non-hotel venues, or a non-official AATS Hotel) during the AATS 103<sup>rd</sup> Annual Meeting to complete an Ancillary Function Space Request form. However, you do not have to pay the application fee noted on the form if the event is approved to be held at a non-AATS hotel or restaurant. You may contact the venue directly *after* you receive approval from AATS on the date, time and content of the proposed event.

## What types of Affiliate Events are prohibited?

**Poster Event** – No participant may present a paper scheduled for presentation during the AATS Annual Meeting and under embargo at the time of the meeting.

**Commercial Event** – A meeting that includes educational information that does not have the option for participants to earn CE credit but can be commercial/informational in nature. A select number of opportunities to hold these events during the AATS Annual Meeting are available. Visit our [website](#) for more information.

**Educational Event** – A meeting that includes educational content and can, but does not have to, include the option for participants to earn CE credit for attending. These types of events fall under our Industry-Supported Symposia guidelines.

## For which dates am I required to submit an Affiliate Function Space Request form?

Any event held between Thursday, May 4, 2023 and Tuesday, May 9, 2023 must complete and submit an Affiliate Function Space Request form to AATS.

## What is the deadline for submitting an Affiliate Function Space Request?

Friday, April 28, 2023



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## When are the blackout times for affiliate events during the AATS Annual Meeting?

Organizations may not hold functions during the defined blackout times. The only functions allowed during the blackout times are meetings that are internal/staff only.

|                       |                 |
|-----------------------|-----------------|
| Thursday, May 4, 2023 | 8:00AM – 8:00PM |
| Friday, May 5, 2023   | Before 5:00PM   |
| Saturday, May 6, 2023 | 8:00AM – 7:00PM |
| Sunday, May 7, 2023   | 7:00AM – 6:00PM |
| Monday, May 8, 2023   | After 7:00AM    |
| Tuesday, May 9, 2023  | After 7:00AM    |

## Is there meeting space available at the Convention Center?

There is no meeting space available this year for affiliate events at the Los Angeles Convention Center.

## What are the fees for submitting an Affiliate Event Request?

Function room pricing is noted on the Affiliate Function Space Request form and vary by the type of organization you represent and the size of your event. The fee will be charged once the room has been assigned. You will not be charged if meeting space is not available. This application fee to AATS covers the cost of the room rental but does not apply to other hotel costs which may include food and beverage and/or audio visual costs.

## Is the application fee refundable?

Written cancellations received after March 15, 2023 will not receive a refund. In the event of cancellation prior to March 15, 2023, a refund less a 50% administrative fee.

## Are there other fees other than the application fee?

Any charges for services levied by the hotel are the sole responsibility of the organization. These may include, but not limited to food and beverage minimums, audio visual pricing, internet charges, electric costs, etc.



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## How do I submit payment for the application fees?

Fees are payable via credit card, check, or wire transfer. When filling out the Affiliate Function Space Request form, please indicate your preferred method of payment.

- ❖ Checks must be drawn on a U.S. bank and are payable to: American Association for Thoracic Surgery.
- ❖ Enter credit card information on the affiliate function form and submit via fax (978-522-8469) or contact Lynne Powers at 978-252-2200 ext.524 to provide credit card information.
- ❖ Wiring information will be furnished upon request. Please contact Lynne Powers at 978-252-2200 ext.524 for wiring information.

You will receive an invoice at the same time as the confirmation. Payment is required within three (3) days of receipt of the confirmation email. If payment is not made, the meeting space may be withdrawn and offered to another group.

## How do I submit an Affiliate Function Space Request?

Complete the Affiliate Function Space Request form that is available on our website. Send the completed form to AATS at [industry@aats.org](mailto:industry@aats.org).

You may submit a single room request for either a 24-hour hold or multiple days on one form at one single fee. However, if your request is for multiple rooms, over several days, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee. Your organization will be charged a fee for every request submitted.



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## What are the steps for submitting an Affiliate Event Request?

1. An Affiliate Function Space Request form must be completed and submitted to AATS.
2. Upon receipt, AATS will review the request to determine whether the proposed event meets AATS standards and requirements.
3. Once approved, AATS will then contact the hotel(s) to secure a meeting room for the requested event.
4. After the meeting space has been secured, AATS will then notify the organization that the request has been approved and which meeting room(s) has been assigned. Every effort will be made to notify the organization within 2-3 weeks after the event has been approved. Please note that the response time can vary depending on the hotel's response.
5. The organization will then work directly with the assigned hotel to plan the event.

## What are the guidelines for events held during the AATS 103<sup>rd</sup> Annual Meeting?

Affiliate events should not compete with the meeting schedule. The nature of activity should be in accordance with the educational focus of the meeting. Venues, agendas, and media coverage for affiliate events should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and, scientific themes, not entertainment activities, should predominate. Promotional events should be tasteful, appropriate, and professional in nature.

## Will Industry-Supported Symposia, Technology Theaters, or Innovation Showcase be offered at the AATS 103<sup>rd</sup> Annual Meeting?

Yes, the opportunity to hold Industry-Supported Symposia, Technology Theater presentation, or Innovation Showcase during the AATS 103<sup>rd</sup> Annual Meeting is available. A separate application form must be submitted to receive approval. Please contact Caroline Arrington at [industry@aats.org](mailto:industry@aats.org) for more information.

## Additional questions?

Contact AATS Staff via e-mail at [industry@aats.org](mailto:industry@aats.org).