

MDS International Congress Ancillary Events/Meetings Policy

An ancillary event is any function or meeting held adjunct to the MDS International Congress of Parkinson's Disease and Movement Disorders® by a group other than MDS. This policy represents the only acceptable method for reserving space during the International Congress, and shall be in effect for the day prior to the start of the first educational event through the last MDS programmed activity. Ancillary events planned without the invitation or approval of MDS are not permitted during the International Congress.

Any company or organization interested hosting an event during the International Congress is asked to carefully review this Ancillary Events Policy and complete an online Ancillary Event Application. MDS does not charge a fee to apply for event approval; the details shared via the application help the Society better understand the nature of events happening in conjunction with the Congress, and allow your request to be routed appropriately.

Companies/organizations requesting meeting space on the Exhibit Hall floor must be a sponsor or exhibitor of the 2024 International Congress in order to be approved. Those seeking space in local hotels are not required to be Congress supporters.

Types of Ancillary Events

All event spaces are meant primarily to be used for internal meetings and small closed meetings like staff briefings or meetings with related professionals such as speakers or investigators. Activities such as 'Meet the Expert'-type events, scientific presentations, educational events, or any activity that would detract from the MDS International Congress scientific program or compete with other approved sponsored activities, are expressly forbidden as ancillary events. Furthermore, please note that commercial and product presentations are not allowed other than in technology suites purchased by a company for its own use (see page 3).

All meetings must be invitation-only and must not be promoted in any form prior or during the Congress with the exception of activities taking place within purchased technology suites/meeting spaces on the Exhibit Hall floor (see pages 2-3). If a host company/organization is found to violate the rules governing ancillary events or misrepresents the type of event submitted (e.g., requests a social reception and holds a sponsored symposium), the event will be immediately terminated, and the group may be restricted from holding ancillary events at future MDS International Congresses.

- **Advisory Board Meetings:** A small gathering of corporate board members, which may also include some related experts in the field for discussion.
- **Focus Group:** A small gathering of people selected to participate in a moderated discussion to elicit feedback or perceptions on a specific topic or area of interest
- **Hospitality Suite:** A corporate or social function taking place on the Exhibit Hall floor or in a hotel suite.
- **Tech Suite:** A setup of equipment or tools for the purpose of demonstration or training targeted to Congress delegates.
- **Investigator Meetings/Industry Updates:** A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed.
- **Committee Meetings:** A group of people appointed for a specific function by a larger group and typically consists of members of that group.

- **Internal Corporate Business Meetings:** Internal sales, business, or staff meetings, limited in attendance to 30 or less, and are closed to other MDS International Congress delegates.
- **Office:** A room used by corporate staff to conduct business during the meeting.
- **Social Event:** Receptions, dinners, alumni events, reunions, specialty groups or other hospitality events where there is no educational/scientific program presented. These may be restricted to times not conflicting with the International Congress Scientific Program.
- **Investor Meetings:** A small gathering for corporate investors.

Please note: MDS does not permit any industry-sponsored or any external educational/scientific programs, satellite symposia, and/or any non-MDS CME programs outside of purchased Corporate Therapeutic Symposia sessions and Innovation Showcases.

Available Space and Fees

For the MDS International Congress of Parkinson’s Disease and Movement Disorders® taking place in Philadelphia, Pennsylvania, USA, this policy covers Friday, September 27 – Tuesday, October 1, 2024.

Due to significant meeting room space needs for MDS member groups, meeting/event space within the Pennsylvania Convention Center itself is limited to built space within the Poster and Exhibit Hall as outlined below, which will be sold on a first-come first-served basis, with priority will be given to the current year’s sponsors and exhibitors. Following receipt of the online Ancillary Event Application, companies may be directed by MDS to work directly with the local hotels for meeting/event space needs.

Meeting Suites – Single Company (Exhibit Hall days only)

Reservation deadline: August 1, 2024

A limited number of 10x10 foot (9m²) and 10x20 foot (18m²), free-standing, hard-walled meeting suites will be built and made available for companies to purchase and use as their own dedicated space during the Exhibit Hall open days (see below) at the following rates. Please note that because of setup and dismantlement, these spaces are available only during the Poster and Exhibit Hall hours indicated below:

- 10x10 foot (9m²) suite – \$9,000 USD
 - Includes meeting table, 4 chairs, electrical connection and standard carpeting (optional)
 - Company may brand interior and/or exterior wall and door panels at its own cost
- 10x20 foot (18m²) suite – \$18,000 USD
 - Includes meeting table, 8 chairs, electrical connection and standard carpeting (optional)
 - Company may brand interior and/or exterior wall and door panels at its own cost

Restrictions

Only Gold (\$100,000-\$199,999), Platinum (\$200,000-\$299,999) and Diamond (\$300,000+) Sponsors may reserve meeting suites on the Exhibit Hall floor.

Exhibit Open Hours

Saturday, September 28, 2024	10:00 – 17:30
Sunday, September 29, 2024	10:00 – 17:30
Monday, September 30, 2024	10:00 – 17:30

Company personnel/exhibit booth staff with appropriate badges are granted access to the Poster and Exhibit Hall at the following times, which include the Exhibit Open Hours above:

Saturday, September 28, 2024	7:00 – 19:30
Sunday, September 29, 2024	7:00 – 19:30
Monday, September 30, 2024	7:00 – 19:30

Meeting Suites – Hourly/Half-Day Rental

A limited number of 10x10 foot (9m²) and 10x20 foot (18m²), free-standing, hard-walled meeting suites will be built and made available for rental in the Exhibit Hall (see hours above) at the following rates:

- 10x10 foot (9m²) suite
 - \$300/hour; limit 2 hours
 - \$1,500/half day (5 hours; reserve morning 7:00-12:00 or afternoon 12:00-5:00)
- 10x20 foot (18m²) suite
 - \$600/hour; limit 2 hours
 - \$3,000/half day (5 hours; reserve morning 7:00-12:00 or afternoon 12:00-5:00)

Restrictions

Any sponsor level, including Bronze (up to \$49,999) and Silver (\$50,000-\$99,999) Sponsors, may reserve Hourly/Half-Day meeting suites on the Exhibit Hall floor.

Technology and Hospitality Suites

Reservation deadline: August 1, 2024

Companies wishing to have technology or hospitality suites on the Exhibit Hall floor and who indicate the Pennsylvania Convention Center as their preferred event venue in the Ancillary Event Application will be contacted by Brett Kell, MDS Director of Business Development, at bkell@movementdisorders.org to define and discuss space needs.

- Fees for these Suite spaces are equal to that of exhibits themselves (as indicated on page 14 of the [Prospectus](#)), at \$1,000 per square meter; i.e. a 10x20-foot, 18m² space would be \$18,000 and would belong to the company exclusively during all Exhibit Hall access hours noted above. Suite spaces will be located on the perimeter of the Exhibit Hall unless incorporated into the footprint of a company's exhibit – this is allowed as long as the exhibit space maintains 50% transparency.
- Spaces may not exceed 36m² (40x40 feet)
- Companies are welcome to increase the footprint of their planned exhibit space to accommodate private areas for technology, meetings or hospitality, as long as the combined footprint retains 50% transparency as outlined in the Rules and Regulations.

Restrictions

Only Gold (\$100,000-\$199,999), Platinum (\$200,000-\$299,999) and Diamond (\$300,000+) Sponsors may reserve Technology or Hospitality Suites on the Exhibit Hall floor.

Ancillary Event Application

MDS requires all organizations that wish to hold functions of any size or nature during the policy dates, to submit an Ancillary Event Application for each individual event. The deadline for Ancillary Event requests is six weeks in advance of the Congress start date. Event applications submitted after the deadline will be considered as space allows.

Ancillary event applications will be reviewed weekly and approved on a first-come, first-served basis. Please allow 7-10 business days for receipt of confirmation and reply. Submitting an application does not guarantee space. Upon approval, MDS will provide a listing of hotel/venue contacts and the group will work directly with the assigned property to plan the event.

Please do not contact the hotel/venue before you receive event approval. Groups must abide by this policy as written. Any groups found contracting directly with the Convention Center or hotels without prior approval by MDS or are in violation of other event policies may lose their event space or jeopardize the ability to hold future functions in conjunction with the MDS International Congress. Groups waive any rights to claims of damages arising out of the enforcement of these guidelines.

MDS reserves the right to change meeting space assignments to benefit the International Congress. Changes will be communicated in writing and comparable space will be assigned.

Suggested Event Times

To limit disruptions to MDS International Congress delegates, ancillary events are suggested to be scheduled during midday breaks, or after the conclusion of the last educational session of the day. MDS reserves the right to deny applications that compete with designated MDS leadership activities, plenary and breakout sessions, keynote addresses, the MDS membership Business Meeting, and other times as needed for MDS business.

Ancillary event space is available for use on a daily and per-meeting basis. MDS-approved events will be approved and routed to the appropriate party based upon the group's preferences outlined in the ancillary event application. The host organization is responsible for the planning and all costs associated with the ancillary event, including food and beverage, audio-visual equipment service, hotel labor costs, etc. MDS is not responsible for payment of any services connected with the event and no authority of any fees required by the venue.

Hospitality Desks

MDS does not allow companies/organizations to place information/welcome desks in public spaces within the International Congress venue itself regardless of sponsor/exhibitor or ancillary event host status. These may be allowed within local hotels subject to those specific rules and regulations.

Damage to Function Space

The host organization agrees to pay for any damage to the function space that occurs while the host is using it. The host organization will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the group and its meeting attendees.

Marketing

All names, marks, brands, logos, designs, trade dress, slogans, and other designations of MDS are the sole and exclusive property of MDS. Use of any MDS branding without the Society's prior written permission is strictly prohibited, except for use of the MDS name as required in the disclaimer for signage and in other materials associated with ancillary events.

MDS provides opt-in attendee lists of International Congress registrants four weeks and one week prior to the start of the Congress for the purpose of marketing and invitations, and also offers purchase of

membership or membership segment traditional mailing lists. For the latter, only mailing information will be provided; phone and fax numbers and e-mail addresses are not included. The lists are sold for a one-time use only. Samples of the mailing (including invitations to ancillary events) must be submitted and approved by MDS prior to an organization receiving the list. MDS strongly encourages organizations to submit their samples early to allow for adequate production and mail time. For more information on membership and attendee lists and/or to purchase a mailing list, e-mail info@movementdisorders.org.

Signage

Signage for ancillary events/meetings taking place in the Pennsylvania Convention Center is not permitted in public spaces of the meeting venue except for immediately outside of the designated room where the event is to occur. Meeting signage may NOT include the MDS name, logo, or name of the MDS international Congress unless expressly approved by the Secretariat. In addition, no marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the MDS name or logo, or otherwise suggest or imply that MDS has endorsed or sponsored the event.

- **The following statement must be included on all advertisements, marketing pieces, invitations, meeting materials, etc. for the event:** *“Not an official event of the International Parkinson and Movement Disorder Society”*
- The name of the International Congress of Parkinson’s Disease and Movement Disorders®, MDS International Congress, may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font
- MDS or the name of the International Congress may not be part of a title or heading of the ancillary event, be prominently featured, or listed first in print materials
- MDS slide templates, color schemes, logos, meeting graphics or other means of confusing the ancillary event with an MDS-sponsored event may not be used.

Third Party Planners

The host company/organization will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the host company/organization to disseminate the rules and regulations for International Congress ancillary events among its staff and affiliates. Any violations by a third party will be considered a violation by the company.

On-Site Applications

Ancillary event requests received once the International Congress is underway will not be accepted.

Cancellation

Cancellation of approved meeting suite reservations in spaces on the Exhibit Hall floor must be issued to MDS in writing to so that reserved space can be released. Refunds will be granted as follows:

- A full refund less a \$300 administrative fee will be given if notice is received by July 22, 2024.
- A full refund less a \$900 administrative fee will be given if notice is received between July 22-August 23, 2024.
- No refund will be given after August 26, 2024 – companies are required to pay for reserved and approved space whether used or not.

All other cancellation/refund requests will be made on a case-by-case basis at the discretion of MDS. Cancellation of events/meetings in local hotels do not require notification to MDS, nor do any fees apply.

Liability

All matters not covered in the above policy are subject to the discretion of MDS. These policies may be amended at any time by MDS and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by MDS to such parties. For all activities, the group will take full responsibility for the event or meeting and hold harmless MDS, its officers, agents, contractors and employees from any and all liability and costs associated with the activity. By completing the online request form, MDS is released from any and all liability.

Questions?

Please contact Sarah Smith at ssmith@movementdisorders.org