

Meeting & Event Request Form

Organizers who wish to host a meeting or event in conjunction with **Nutrition 2024** are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined below.

1. What Qualifies as an Authorized Meeting & Event?

Invitation only - not open to all **Nutrition 2024** attendees. Any event affecting **Nutrition 2024** attendees and exhibitor staff, scheduled outside of the official ASN program, including but not limited to:

Type of Function(s):

- Advisory Board Meetings
- Board Meetings
- Committee Meetings
- Hospitality Suites
- Investigator Meetings
- Sales Trainings
- Social Functions
- Staff Meetings
- Study Group Meetings
- Task Force Meetings

All requests for meetings and events must go through the ASN Meetings Department. This includes any meeting or event, including those held outside ASN designated space.

2. It is the group's responsibility to distribute copies of this information to the appropriate company personnel and/or agents, representatives or contractors involved in planning activities in conjunction with **Nutrition 2024**. It is the responsibility of organizers hosting events to make sure that those events comply with all applicable national, state and local laws and regulations.

3. Groups may not conduct functions during ASN education program hours or ASN officially sponsored evening event function times.

Wednesday, June 26th	Functions may be held anytime
Thursday, June 27th	Functions may be held anytime
Friday, June 28th	Functions may be held anytime
Saturday, June 29th	Functions may be held before 1pm and after 8:30pm
Sunday, June 30th	Functions may be held before 8am and after 6:30pm
Monday, July 1st	Functions may be held before 8am and after 5:30pm
Tuesday, July 2nd	Functions may be held prior to 8am and after 11:30am
Wednesday, July 3rd	Functions may be held anytime

4. To participate, a representative from your organization must be registered as an attendee or exhibitor for **Nutrition 2024**.

5. Groups occupying space in the convention center or hotels must have appropriate staff to coordinate all activities.

6. Any and all charges for service levied by the convention center, hotels, or other venues are the responsibility of the meeting or event sponsor. ASN is not responsible for payment for any services connected with the event. ASN has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

7. Application Fee: Application fees are non-refundable and will apply per function. Application fee is due upon submission. Any form without payment information will not be approved.

Meeting & Event Application Fees	Early Rate (Until April 1 st)	Regular Rates (After April 1 st)
Standard Rate	\$2,000	\$2,500
Non-Profit Rate	\$500	\$750
Nutrition 2024 Exhibitor Rate	\$1,000	\$1,250
Nutrition 2024 Sponsor Rate	\$1,000	\$1,250

8. Once submitted, ASN will review the application. If approved, function space will be assigned on a first-come, first-served basis. Once space is assigned, a confirmation will be sent with the contact of the facility you will work directly with to finalize arrangements.

9. **The Submission Deadline for all applications and required documentation is May 17, 2024.** An email notification will be sent to verify receipt of your completed application.

10. Submitters will be notified on or before **May 31, 2024**, of meeting and event approval and placement. Please do not call or email prior to this date.

11. Submitters who contact hotels on their own or otherwise attempt to circumvent ASN's meeting and event request approval and assignment process are subject to denial.

12. ASN reserves the right to accept, reject, or condition acceptance, based on ASN's sole discretion, for any reason, which need not be disclosed to the applicant. All outstanding obligations to ASN by the submitter, including payment of all debts, must be fulfilled.

13. The submitter shall protect, indemnify, hold harmless, and defend ASN, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall

not apply to injury, loss or damage caused by or resulting from the negligence of ASN, its officers, directors, agents or employees.

14. ASN has the full authority to interpret or amend rules at its sole discretion. All decisions will be final. Submitters agree to abide by any rules and regulations that may hereafter be adopted. All matters or

questions not covered by the above rules and regulations are subject to the discretion of ASN. These rules and regulations may be amended at any time by ASN, 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 ASN to such parties.

For additional information, email meetings@nutrition.org

General Information

Please complete one form per function. Return completed form(s) to meetings@nutrition.org

Organization

Contact Name

Address

City

State/Province

Postal Code

Country

Telephone

Fax

E-mail Address

Meeting Information

Name of Function

Purpose of Function

Day/Date

Start Time

End Time

Number of People

Type of Attendees

Function Type

Meeting Set-up

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Preferred Hotel Choice

Second Hotel Choice

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Payment/Application Fee & Agreement

Any and all charges for services levied by the convention center, hotels, or other venues are the responsibility of the meeting or event sponsor. ASN is not responsible for payment for any services connected with the event. ASN has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue. Administrative fees are non-refundable. The application fee is required at the time of form submission. Any form without payment information will not be approved. All applications received **BY April 1st** will be charged the early fee per function. Applications received **AFTER April 1st** will be charged the regular fee per function. **Checks and money orders must be payable to the American Society for Nutrition and must be drawn on a U.S. bank, in U.S. dollars. Mail to Attn: NUTRITION 2024 Meeting/Event Request - Erica Henze, DES 9211 Corporate Blvd, Suite 300, Rockville, MD 20850.**

Payment Type ☐ Check/Money Order

Application Fee:	☐ Standard	\$2,000 (received BY April 1 st) OR \$2,500 (received AFTER April 1 st)
	☐ Non-Profit	\$500 (received BY April 1 st) OR \$750 (received AFTER April 1 st)
	☐ Exhibitor	\$1,000 (received BY April 1 st) OR \$1,250 (received AFTER April 1 st)
	☐ Sponsor	\$1,000 (received BY April 1 st) OR \$1,250 (received AFTER April 1 st)

Application Agreement: ☐ I have read, understand, and agree to [ASN's Meeting & Event Guidelines](#).*

Signature:

For additional information, email meetings@nutrition.org