



Affiliate Event Policies and Procedures

The policies and procedures below apply to affiliate events that are held at, or held in conjunction with the 2023 Osteoarthritis Research Society International (OARSI) World Congress in Denver, Colorado.

Affiliate events are defined as meetings or social events which are hosted at, or held in conjunction with, the 2023 Osteoarthritis Research Society International (OARSI) World Congress, by organizations, groups, or entities that are not OARSI. Affiliate events are not planned or sponsored by OARSI.

REQUESTS FOR USAGE OF OARSI SPACE AT ANNUAL MEETING

Requests to host an affiliate event during the 2023 OARSI World Congress must be submitted electronically through the official space request form. OARSI shall have full and sole authority regarding whether to grant or deny any such request.

FEES FOR USAGE OF OARSI SPACE AT ANNUAL MEETING

Organizations, groups, or entities hosting an affiliate event during the 2023 OARSI World Congress shall be charged a fee according to the size of their event.

Fees for usage will be charged based upon the following scale:

Meetings and Events (no more than 20 people) - \$150 fee for up to 4 hours

Meetings and Events (20–99 people) - \$200 fee for up to 4 hours; \$100 for each additional hour

**Should an affiliate choose to host multiple events, a fee will be assessed for each space request that is submitted. Fees must be paid within 7 days of approval.*

EXPENSES

All expenses in connection with hosting an affiliate event shall be the responsibility of the host. No expense, including but not limited to the cost of food, beverage, labor, and audio visual or other equipment, shall be the responsibility of OARSI.

IMPERMISSIBLE CONFLICTS WITH OARSI EVENTS

No affiliate event may be scheduled during ANY OARSI educational programming and/or poster and exhibit hall hours.

PROHIBITED EVENTS

Affiliate events that include the presentation of educational programs or seminars for any form of credit.

REQUIRED PROMOTION

OARSI shall not list an affiliate event in the World Congress Program, Mobile App, or Online Program; or permit promotional signage in OARSI World Congress Meeting Space.

SIGNAGE AND PRINTED HAND OUTS

All promotional signage must conform to applicable venue and local rules. Signage and printed or video material in connection with an affiliate event may only be placed inside, or immediately outside, the reserved space and only for the duration of the event.

PROCESS FOR DECISION MAKING

Affiliate group function space requests are subject to the approval of the Executive Committee and availability of function space at the venue. Upon receipt of a space request for an affiliate event, the Executive Committee shall make a determination to approve or to disapprove the request based on the application of the policies contained herein; and if approved, shall schedule the event in conformance with such policies and availability of requested space. Once space request is submitted please allow 5 business days for review and approval.