

Housing Rules and Regulations

AAOS 2022 Annual Meeting

Meeting Dates: March 22-26 | Exhibit Dates: March 23-25 | McCormick Place | Chicago, IL

AAOS Housing Policy

AAOS has contracted over 10,000 sleeping rooms at 30 hotels in Chicago for AAOS 2022. The ratio of physician to exhibitor sleeping rooms is in proportion to the number of rooms secured by exhibitors for the AAOS 2021 Annual Meeting.

Exhibitors must obtain sleeping rooms through onPeak, the official housing vendor of AAOS. Exhibitors or their agents may not negotiate blocks of rooms directly with hotels in the Chicago area. Two (2) priority points will be awarded to all exhibitors securing sleeping rooms in the official AAOS exhibitor room block being managed by onPeak.

AAOS Housing Bureau

AAOS has designated onPeak as the ONLY official housing vendor for AAOS 2022.

onPeak

Phone: (800) 631-9079 (US or Canada)
(312) 527-7300 (Intl)

Email: AAOS@onpeak.com

If you are contacted by any other third-party housing vendor offering housing assistance, these companies are not authorized to represent AAOS, nor do they have access to official AAOS room blocks or rates in Chicago. These unauthorized third-party companies often make attractive claims and don't deliver on their promises. For instance, you risk the following:

- Reservations being non-existent upon check-in
- Limited flexibility - difficulty making substitutions and/or changing arrival and departure date
- Possible hidden costs
- Hotels are not conveniently located
- Reservations are not protected by AAOS nor is AAOS or onPeak able to help if an issue occurs

Visit the official reservation site of AAOS 2022 or call onPeak directly to secure your worry-free reservations.

Sleeping Room Allotments

For AAOS 2022, each exhibitor will be allocated four (4) sleeping rooms per 100 net sq. ft. of booth space. Out of this allotment, exhibitors will be able to secure their sleeping rooms in properties designated by AAOS as follows:

A Properties – 25%

B Properties – 75%

Exhibitors may choose to reserve all their sleeping rooms in Area B hotels. Requests for additional sleeping rooms over an exhibitor's allotment will be assigned after December 2, 2021, based on availability.

Exhibitor Housing Procedures

Exhibitor housing will open in the three following tiers:

- October 25, 2021 at 11:00 AM CST** Tier 1 - Online housing opens for exhibitors with an allotment of 32 or more rooms (booth size 800 sq. ft. or larger).
- November 2, 2021 at 11:00 AM CST** Tier 2 - Online housing opens for exhibitors with an allotment of 16 - 24 rooms (booth size 400 sq. ft. to 600 sq. ft.).
- November 11, 2021 at 11:00 AM CST** Tier 3 - Online housing opens for exhibitors with an allotment of 12 rooms or less (booth size 300 sq. ft. or less).

**Sleeping room inventories at each hotel will be divided amongst the three tiers to ensure all tiers will be afforded the same hotel availability.*

Determining Room Block

Exhibitors should use the following nightly flow as a guide in determining their room block pattern for 2022. For example, if you require 20 rooms on Wednesday, March 16, 2022, you should block no more than 1 room (5% of 20) on the prior Thursday, March 11, 2022. See example below.

DAY	WED	THU	FRI	SAT	SUN	MON	TUES	WED	THU	FRI	SAT
DATE	3/16	3/17	3/18	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26
%	5%	5%	5%	5%	10%	35%	95%	100%	95%	55%	10%
# of RMS	1	1	1	1	2	7	19	20	19	11	2

**Exhibitors will not be allowed to straight block.*

Additional Rooms

Requests for additional rooms over an exhibitor's allotment can be requested by emailing onPeak at AAOS@onpeak.com. Requests will be assigned after **December 2, 2021**, based upon availability.

Managing Your Room Block

Sleeping room blocks can be managed by utilizing the link provided in the housing confirmation sent by onPeak. This will allow exhibitors to add or delete name assignments, adjust room nights or change arrival/departure pattern. A seven-minute tutorial, How to Navigate COMPASS, the Online Housing System, has been developed by onPeak to assist exhibitors navigate the housing platform.

On **January 28, 2022**, onPeak will begin preparing the rooming lists to send to all hotels. All modifications to existing reservations should be managed through onPeak until **February 22, 2022** and directly with the hotel starting **March 1, 2022** through the close of AAOS 2022.

Rooming List Due Date

Rooming lists are due to onPeak by **January 7, 2022**. The rooming list must specify first and last names, arrival and departure dates, and type of room requested. The rooming list must be entered online or uploaded using the template provided by onPeak.

Release Date for Group's Rooms

Cancellations to the number of sleeping rooms reserved can be made until **5:00 PM CST, January 28, 2022** without penalty. Deposits are non-refundable for cancellations made after **5:01 PM CST, January 28, 2022**.

Hospitality Suite Assignments

Only exhibiting companies at AAOS 2022 may request a hotel suite to host a function in a surrounding hotel. Requests for suites will be assigned on a first-come, first-serve basis and can be reserved by contacting onPeak at AAOS@onpeak.com. Suites will be counted as follows:

- 1 Bedroom Suite = 2 sleeping rooms
- 2 Bedroom Suite = 3 sleeping rooms

Deposit Policy

A two-night's room and tax deposit are required for each sleeping room reservation. Reservations must be guaranteed with a credit card within 7 days from receipt of the hotel confirmation email or at the time of booking for a reservation made online. Failure to do so will result in cancellation of all sleeping rooms without a credit card guarantee.

After sleeping room blocks are secured with a credit card, an exhibitor has the ability to adjust payments to individual credit cards through the online platform until **5:00 PM CST, January 28, 2022**. For more information on how to enter individual payments, review the seven-minute tutorial *How to Navigate COMPASS, the Online Housing System*. Credit cards on file will start to be charged on **February 1, 2022 at 9:00 AM CST**, by each hotel. All credit cards that expire prior to March 2022 will not be accepted as a valid form of payment. Deposits are non-refundable for cancellations made after **5:01 PM CST, January 28, 2022**.

Deposits by Check:

Reservations must be guaranteed with a credit card within 7 days from receipt of your hotel confirmation email or at time of booking for a reservation made online. This credit card will not be charged and is used as a hold until a check is received. Checks must be received no later than **January 17, 2022**. After **January 17, 2022**, any additional room requests/deposits must be paid by credit card. Contact onPeak at AAOS@onpeak.com with any questions.

Master Accounts:

To establish a master account billing for room charges, contact the Hotel Credit Manager. Deposits cannot be charged to master accounts. All deposits are non-refundable after **5:01 PM CST on January 28, 2022**.

Early Checkout Fee

An early departure fee of one night's room and tax may apply if hotel is not notified of an early departure prior to or at check in.

Housing for International Exhibitors and Medical Attendees

IGD EXHIBITORS: ConServices® available

ConServices® provides exhibitors with dedicated multilingual travel experts from online to onsite. Your passionate specialist provides exceptional individualized customer assistance for housing, travel, ground services, special events, and helps you through the registration process. Friendly housing policies with low rates and secure simpler payment processing offers a simpler payment while ensuring an exceptional worry-free experience.

To reserve your IGD Exhibitor Housing and learn more about all-inclusive options, please visit www.aaos-igd.com. For any questions, please email IGD at exhibitors@aaos-igd.com.

Important Dates

October 25, 2021 at 11:00 AM CST	Tier 1 - Online housing opens for exhibitors with an allotment of 32 or more rooms (booth size 800 sq. ft. or larger)
November 2, 2021 at 11:00 AM CST	Tier 2 - Online housing opens for exhibitors with an allotment of 16 - 24 rooms (booth size 400 sq. ft. to 600 sq. ft.)
November 11, 2021 at 11:00 AM CST	Tier 3 - Online housing opens for exhibitors with an allotment of 12 rooms or less (booth size 300 sq. ft. or less)
November 22, 2021	Exhibitor Housing available to all tiers
Starting December 2, 2021	Requests for additional rooms will be assigned based on availability
January 7, 2022	Last date to enter names to reservations within an exhibitor's block
January 8, 2022	Reservations without names are dropped from an exhibitor's block
January 28, 2022 at 5:01 PM CST	Room night deposits are non-refundable
February 1, 2022 at 9:00 AM CST	The two-night deposit will start being charged by the hotels
February 22, 2022	Last day to make reservation changes through onPeak
After March 1, 2022	Contact hotels directly to make reservation changes

HOUSING WARNING

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