Thank you for your interest in holding a meeting/event during the AAOS 2024 Annual Meeting. We welcome the opportunity to collaborate on providing a successful experience and appreciate your valued participation.

To allow for a smooth request and planning process for meetings/events taking place during the AAOS 2024 Annual Meeting, the following guidelines have been established:

**Day/Time Guidelines**

Activities that include AAOS 2024 Annual Meeting attendees may only be scheduled during the following times:

- Morning meetings are to end by 8:00 AM on Monday – Thursday
- Evening Events are to begin after 6:00 PM on Monday – Thursday
- Exhibitors should not begin registration or travel to the event earlier than the designated times above (6:00 PM).
- No meetings/events with attendees are to be scheduled over AAOS educational sessions
- Official Annual Meeting Exhibitors may hold staff-only meetings during AAOS educational sessions on Monday – Thursday

**Approval Process**

AAOS must approve all meetings and events held during the 2024 Annual Meeting including events at alternate hotels or off-site locations. **AAOS will not approve meeting space requests to any company that is not an official AAOS 2024 Annual Meeting Exhibitor.**

Due to limited meeting space in San Francisco the meeting and event process will go as follows:

1. Complete [Exhibitor Meeting & Event Request Form](#)
2. If approved, AAOS will send a confirmation email with a list of venues and resources to book your event. If your event includes attendees and deemed an Education/Satellite event, an invoice will also be included (see page 2 for details).
3. All approved exhibitors are to contract event space directly with the venue and responsible for finalizing all arrangements directly with the venue. Any penalty incurred between the exhibitor and the venue is the responsibility of the exhibitor. It is understood that AAOS accepts no responsibility for the event(s).
4. Once meeting or event is booked with venue, complete the [Exhibitor Event Details form](#).
Meeting or Event Formats

Social Events
Receptions, dinners, and other events where there is no educational programming or a formal presentation on a company’s product or services to attendees are considered social events. If a social event is held in conjunction with an educational event, the event would be considered an educational event. Social events may not conflict with the AAOS educational programming.

Company/Staff Meetings
Official Annual Meeting Exhibitors and Affiliates may hold staff-only meetings during AAOS educational sessions on non-Expo days. These meetings cannot include AAOS attendees unless the individual is an employee of the company holding the event.

Exhibitor Educational Events/Satellite Symposia
Educational Events/Satellite Symposia are events that include presentations, speakers, equipment demonstrations, procedural instruction, or focus groups. Only companies exhibiting at the AAOS meeting are eligible to present educational events/satellite symposia to AAOS attendees. Third party organizers must be designated by the exhibitor. These events may not conflict with the AAOS Scientific Program. AAOS charges a non-refundable fee to exhibitors holding educational functions that includes access to AAOS attendees.

- $5,000 – 1 to 3 events with a total attendance of 150 attendees or less per event
- $7,500 – 1 to 3 events with a total attendance of 151 attendees or more per event

The fee includes:
- Approval of up to three (3) events
- Listings in the Annual Meeting Mobile App and on the AAOS 2024 Annual Meeting website

Disclaimer: The AAOS is not responsible for unsatisfactory attendance and/or marketing of the Educational Events/Satellite Symposia. It is the responsibility of the symposium organizer to market this event. Advance marketing is critical to attracting the appropriate audience. For marketing suggestions, please review the Promote Your Event section of this brochure.

Additional Guidelines
- AAOS does not endorse exhibitor functions and does not consider them a part of the official program.
- AAOS does not publish social events and/or company/staff meetings in the Final Program or Annual Meeting Mobile App.
- Advance marketing is critical to attracting the appropriate audience. It is the responsibility of the Educational Events/ Satellite Symposia organizer to market this event. The AAOS is not responsible for unsatisfactory attendance and/or marketing of the Educational Events/Satellite Symposia. For marketing suggestions, please review the Promotional and Advertising opportunities.
- All promotional materials (including announcements, invitations, emails, websites, advertisements, and flyers) referencing the AAOS Annual Meeting must be approved by AAOS prior to printing and/or distribution. Final versions of materials should be submitted via the Advertising Approval Request. While AAOS will make every effort to grant these approvals in a timely fashion, please allow a minimum of five (5) business days for approval. Failure to abide by the Publicity and Advertising Regulations will result in the loss of priority points or other action deemed appropriate by AAOS.
- AAOS does not provide CME accreditation for exhibitor educational events. Exhibitors wishing to provide credit for their education event will need to obtain credit from other accredited CME providers.
- Due to limited available space, AAOS cannot provide space at the Moscone Center or Marriott Marquis San Francisco (headquarter hotel). A limited number of exhibitor suites will be available on a first-come, first-served basis on the exhibit floor. Information for securing an Exhibitor Suite will be available October 12, 2023 in the Exhibitor Service Manual.
- Signage is allowed at the room entrance only. Overall sign dimensions are not to exceed 28”x44”.

Submission Deadline: January 12, 2024

Questions
Please contact Erin Cannon cannon@aaos.org