

NCDEU 2012 Small Event Request Form

****Please complete the below information and return to the
ASCP Executive Office at info@ascpp.org***

The 2012 NCDEU meeting days are **Tuesday, May 29, through Friday, June 1, 2012** and the NCDEU evening events are tentatively being held Monday evening from 6:00-7:30 p.m. and Tuesday evening from 6:00-8:00 p.m.

To request a small event, please complete the below information. All requests will be reviewed by the NCDEU Steering Committee. Small events may include: advisory boards, meetings of investigator groups, organization board meetings that have restricted and defined attendance and company sponsored receptions that are open to all NCDEU attendees. All small events will be listed in the NCDEU program. Satellite scientific symposia are not permitted at NCDEU. Any receptions, hosted suite functions, or meeting (on or off site) must occur at the following times*:

*Monday, May 28, after 7:30 p.m.

*Tuesday, May 29, after 8:00 p.m.

*Wednesday, May 30, after 5:30 p.m.

*Thursday, May 31, after 12:00 noon

*During the day, breakfast meetings must end *before 8:30 a.m.* and small (20 or less) working lunches may be scheduled between *noon and 2:30 p.m.* on Tuesday and Wednesday.

Groups are asked to refrain from hosting events except during these available time slots. Your adherence to these time frames so as to not distract participants from the NCDEU program is appreciated.

Group/Meeting

Name: _____

Contact Name: _____

Contact Email

Address: _____

Contact

Phone: _____

Scope of the

Session: _____

Requested Date

andTime: _____

Number of Attendees: _____

Small Even Guidelines:

- Any advertisements, e.g., **flyers and signs**, may **NOT** include the name NCDEU, its sponsors, or imply any co-sponsorship.
- Signs may only be displayed outside the event location.
- Attendee mailing lists are not available for distribution.
- A message board located next to the Conference Registration Desk, is available to post invitations and/or flyers. Pre-approval of the invitation or flyer is required from NCDEU prior to posting.
- Receptions and other hospitality events are considered open to any NCDEU attendee and they cannot be turned away.
- Hotel door drops are not permitted for large events. Door drop invitations for functions of less than 20 are subject to review and approval by NCDEU.
- Special consideration should be taken to refrain from making lavish arrangements, gift giving, advertising and commercial presentation (e.g., brand name decorations and/or gifts).
- Event locations must be identified and pre-approved by NCDEU. Any changes in schedule or room assignment must first be approved by NCDEU.
- All group meetings, on or off-site, must occur outside of NCDEU-scheduled sessions and events.
- If hosting a hospitality suite, please refrain from scheduling and announcing luncheon events that conflict with the poster sessions.