

ISPOR 2023

May 7-10 | Boston, MA, USA



Boston Convention and Exhibition Center

415 Summer Street
Boston, MA 02210

ISPOR 2023 is the leading global conference for Health Economics and Outcomes Research (HEOR), for discussion and dissemination of the latest trends in healthcare.

ISPOR 2023 presents a prime opportunity for affiliates of ISPOR – exhibitors, sponsors, supporters, partners, and ISPOR members to hold Affiliate Events in conjunction with ISPOR’s Annual Meeting. All Affiliate Events held in conjunction with ISPOR 2023 are required to adhere to the following process and established criteria for Affiliate Events.

AFFILIATE EVENT REQUEST PROCESS

Any Affiliate Event that includes attendance by ISPOR conference delegates regardless of the hosting organization status (exhibitor, sponsor, member, partner, etc), is considered an Affiliate Event and is required to complete a Submission Form for review and approval by the ISPOR Global Events Team. The designated Venue for ISPOR 2023 is the Boston Convention and Exhibition Center - Please do not attempt to make reservations directly with the BCEC or any ISPOR program hotels before approval. This will forfeit your request for space. These venues will not reserve sleeping rooms, suites, or meeting room/function space for Affiliate Events for any individuals/organizations during the annual meeting without prior approval from the ISPOR Global Events Team.

Submissions

Requests for Affiliate Events held during ISPOR 2023 must be submitted for approval to the ISPOR Global Events Team via this [submission form](#) (per event). If you have any questions prior to submitting your Affiliate Event request, please email exhibit@ispor.org. All required fields must be completed for a submission form to be considered final and for submission to proceed to the review and approval process.

Approvals

The ISPOR Global Events Team will review submission requests to determine whether the proposed Affiliate Event meets ISPOR criteria. The contact liaison provided with the submission form will be notified by email within ten (10) business days of receipt of the request if the Affiliate Event has been approved.

Upon authorization, the Global Events Team will inform the Venue of the approval and will provide the contact liaison’s name and email. From that point forward, the approved organization will work directly with the Venue to plan and contract the event.

Once your Affiliate Event has been approved no changes (day, date, time, size, event type) of any kind are allowed without a secondary review of the proposed changes. Should your approved Affiliate Event need to be modified please email exhibit@ispor.org for a secondary review and approval. Affiliate

Events with modifications that are not approved are subject to cancellation.

Please note that Affiliate Event space is limited, and requests will be considered on a first-come, first-served basis.

AFFILIATE EVENT CRITERIA

To make certain your Affiliate Event complies with ISPOR's criteria please review the following information.

Approved Dates and Times for Affiliate Events

Affiliate Events are only permitted during hours that do not conflict with the Conference Educational Program, Poster Sessions, or other official ISPOR functions. Events may only be scheduled as follows:

Prior to Monday, May 8: No time restrictions, events can be held all-day

Monday, May 8 **Before** 8:00 a.m. and Any time **after** 6:30 p.m.

Tuesday, May 9 **Before** 8:00 a.m. and Any time **after** 6:30 p.m.

Wednesday, May 10 **Before** 8:00 a.m. and Any time **after** 1:00 p.m.

Note: Times are listed in EST – please plan accordingly for your Affiliate Events

AFFILIATE EVENT GUIDELINES

The point of contact for each approved Affiliate Event is responsible for ensuring that all vendors, speakers, and event invitees understand and comply with the Affiliate Event Criteria as outlined.

The approved company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the approved Company holding the Affiliate Event to disseminate the criteria for ISPOR 2023 Affiliate Events among its staff and affiliates. Any violations by a third party will be considered a violation by the approved company.

Affiliate events must meet the criteria outlined in this document. If an approved company is found to violate the rules governing Affiliate Events or misrepresent the type of event submitted (e.g., requests a social reception and holds an educational session), the Affiliate Event will be immediately canceled.

The approved Affiliate Event Company organizing the Event is responsible for all costs associated with the approved Affiliate Event, including but not limited to items such as - room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc.

ISPOR is not responsible for payment of any services connected with the Affiliate Event and ISPOR has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by the Venue.

ISPOR reserves the right to attend/monitor all Affiliate Events without prior notice. Affiliate Events not adhering to the Criteria run the risk of being suspended and/or canceled.

DISCLAIMERS

Once your request is approved, contact information for all service providers will be forwarded with acceptance of your affiliate space request. The affiliate contact is responsible for all costs for any additional services or labor required.

ISPOR is not responsible for private property being left unattended in the reserved Affiliate Meeting Space. Please be mindful of all personal property and valuables throughout the conference.

All matters and questions not covered by the above guidelines are subject to the discretion of ISPOR. These guidelines may be amended at any time by ISPOR, 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 ISPOR to contracted parties.

The Exhibit and/or Sponsoring Company requesting space are responsible for the actions of their employees and/or attendees and will be expected to follow the guidelines outlined.

The affiliate group shall protect, indemnify, hold harmless and defend ISPOR, 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 ISPOR, its officer, directors, agents or employees.