



APHA GUIDELINES FOR RELATED ORGANIZATIONS

Definition: A Related Organization is defined as a public or non-profit organizational entity that:

- 1) Espouses basic health-related objectives consistent with those of APHA, and shall be reviewed in light of APHA's values: health, equity, diversity, empowerment, integrity, dignity and knowledge for individuals and communities.
- 2) Includes members and/or clientele that overlaps with that of APHA.
- 3) Agrees to abide by all operational policies and procedures that guide and govern APHA.

Policies:

- 1) Related Organization business meetings and social hours may be scheduled prior to the Opening General Session of the Annual Meeting on Saturday and Sunday and after the Opening General Session within the established APHA time slots (see attached *Approved Time Slots*).
- 2) Business meetings and social hours may be scheduled on Monday through Wednesday, based on the approved time slots and on space availability.
- 3) A separate and complete room request form must be submitted for each event. If food and beverages are to be provided, you must include this information on each room request form.
- 4) Requests are on a space available basis and are not guaranteed until payment is complete and the organization has received confirmation from APHA. APHA reserves the right to relocate any room assignment up until September 3, 2012. Please do not publish the location of your event(s) until after this date.
- 5) Time slots may be used concurrently or consecutively. (e.g. 5 time slots, one room from 8:00 AM – 5:30 PM, or 5 time slots, five rooms from 8:00 AM – 9:30 AM, and other combinations based on the approved time slots).
- 6) Related Organizations may not hold independent scientific sessions at APHA's Annual Meeting.
- 7) Related Organizations must cover the cost of any food & beverage and audiovisual equipment ordered for their event(s) as well as any room set up and break down requests beyond the standard APHA room set options.
- 8) Audiovisual equipment must be ordered through APHA's official audiovisual provider AVMG. Contact Natalie Sorkin at natalie.sorkin@apha.org to request an AV form.
- 9) APHA has the right to leave AV equipment, podiums and head tables in rooms during Related Organization events.
- 10) Related Organizations will incur additional charges for equipment added on site.
- 11) **Related Organizations who apply for meeting space before April 2nd agree to provide APHA with a current mailing list of their members, in a Tab or Comma-delimited file format, which will ONLY be used ONCE by APHA to promote the 2012 Annual Meeting. This must be received no later than April 13, 2012.**
- 12) Cancellation Penalty: 50% of total or \$180.00, whichever is greater. No refunds after August 13, 2012.

Services Provided:

- 1) The standard room set is Conference, theater or reception. Specific rooms are selected based on the estimated attendance for the event. Set up and costs vary with the individual needs of the Related Organization. Please review the [2012 Annual Meeting Related Organization Application](#).
- 2) A listing of the Related Organization event(s), including date, time and location will be published in the Final Program under Business Meetings or Social Hours (if received by early October) and on the APHA Online Program. If a related organization chooses not to utilize official APHA meeting space at the convention center or contracted hotels, their event will not be listed in the final program (see *Policy on Off-Site Events*).
- 3) **Food & beverage information (if applicable) will be provided directly by the assigned property in Mid-June.**

Fees and Requirements:

- 1) The fee schedule and rates for all Related Organizations can be found on the *2012 Annual Meeting Related Organization Application*. Payment must be made within 30 days of the Invoice Order Date or space will be released.
- 2) Please review the policies listed above and please be sure you understand them. If you have any questions, please contact Natalie Sorkin at natalie.sorkin@apha.org or call 202-777-APHA.
- 3) APHA reserves the right to relocate any room assignment up until September 3, 2012. Please do not publish the location of your event(s) until after this date.

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