

2010 HFSA ANNUAL SCIENTIFIC MEETING, September 12-15, 2010

Unofficial Events: (All events by invitation only):

Friday, September 10	7:00 AM - MIDNIGHT
Saturday, September 11 <i>* if activity does not include HFSA committee members</i>	7:00 AM - 5:00 PM* 5:00 PM - MIDNIGHT
Sunday, September 12	8:00 PM – MIDNIGHT
Monday, September 13 <i>** if activity does not include scientific program faculty</i>	7:30 PM - MIDNIGHT**
Tuesday, September 14	7:30 PM – MIDNIGHT
Wednesday, September 15	12:30 PM – MIDNIGHT

Questions: Contact Gudrun Echterhoff (HFSA Conference Organizer)
Phone: 201-850-7607; Email: gudrun@global-mtgs.com

To avoid any confusion for individuals invited to participate in these unofficial events, please include the following paragraph in a visible area on the invitation:

“Although assignment of space to hold this unofficial event has been approved by the HFSA, the event has been planned and paid for by the organizer. This event is not affiliated with HFSA, and HFSA has no responsibility for or liability with respect to the content or conduct of this unofficial event.”

Advisory Boards/Focus Groups/Market Research Meetings: Meetings (usually less than 50 participants) that target a specific group of attendees to discuss/obtain specific data.

Committee Meetings: Small meetings that are not sponsored by industry. May be held by committees, task forces, universities, or non-profit organizations.

Hospitality Meetings: Provides attendees with services that could include one-on-one meetings or a small group reception/dinner (usually less than 50). No educational or social activity of any kind may be included.

Investigator Meetings: An opportunity for investigators to meet and share the latest scientific data/results on clinical trials. Always by invitation only and not open to meeting attendees.

Media Events: Including but not limited to news conferences, product previews, personal interviews, and dinners, receptions etc. that are directed to the news media, or that one or more members of the media have been invited to attend where information about a company’s products, services, research findings, studies, etc. is released either formally or informally.

The HFSA restricts information from Media Events becoming public until the time of presentation (abstract, poster, or scientific session). Exhibitors, universities or non-profit organizations may not hold a news conference or media event until after the presentation.

Slide Reviews: Meeting of speakers and chair for an HFSA approved satellite program to review materials to be presented at satellite symposium. Slide review conducted by meeting planner and open to HFSA staff.

Staff/Company Meetings: Limited to exhibitor staff only, no scientific meeting attendees. No time restrictions to hold staff/company meeting. Approval needed to release space to company.

Name of Event: _____ Proposed Date of Event: _____

Event financially supported by: _____

Contact Person: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Type of Event*: Advisory Board Meeting Focus Group Investigator Meeting Staff Meeting Marketing
 Committee Meeting Hospitality Meeting Media Event Slide Review

*All functions by invitation only. A list of proposed invited attendees is required. The list is used only by HFSA staff to help identify a time that does not interfere with HFSA activities.

Location of Event: The Marriott Hotel and Marina

Brief Description of Event: _____

Number of Attendees Expected: _____ Start Time: _____ End Time: _____

We agree to hold our unofficial event at the date and time as identified above. Any changes will require reconsideration by the HFSA.

Authorized signature

Date

Return completed form by fax (201-624-7137) attention: Gudrun Echterhoff

Approved Date: _____ Not approved Date: _____

Unofficial event form 2010 (12/01/09)