



106th Annual Meeting

May 2-5, 2026
McCormick Place Lakeside Center
Chicago



Affiliate Function Space Frequently Asked Questions

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What is an Affiliate Function?

An affiliate or “ICW” (in-conjunction-with) function is any event held adjunct to the AATS 106th Annual Meeting by an organization other than AATS. If the attendees at your event are also attending the Annual Meeting, then you must complete and submit an Affiliate Function Space Request form. All affiliate functions must be approved by AATS, whether hosted at an AATS hotel or elsewhere. Affiliate functions include, but are not limited to:

Advisory Board Meeting – A small gathering or meeting of board members, which may also include some related experts in the field of discussion.

Focus Group – A small meeting designed to evaluate services or test new ideas.

Hospitality Room/Suite (in a sleeping room or meeting room) – A room/lounge for attendees to come and go as desired.

Internal Corporate Business – A meeting of corporate board members and/or staff.

Investigator Meeting – A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed.

Investor Meeting - A small gathering for corporate investors.

Office – A room used by staff to conduct business during the meeting.

Press Event – Press briefings, news conferences, press receptions, satellite media tours, etc.

Social Event – A networking function that is non-educational in nature.

Staff Meeting – Any staff event held in a meeting room.

Who must submit an Affiliate Function Space Request?

AATS requires ALL organizations (commercial and non-profit) that wish to hold functions of any size or nature in any location during the AATS 106th Annual Meeting to complete an Affiliate Function Space Request form. **Organizations may not contract meeting space directly with Official AATS Hotels or with the Convention Center.**

Can I submit an Affiliate Function Space Request if I’m not an exhibitor?

Yes, however if an organization has products that are relevant to the attendee, then they are required to exhibit in order to obtain meeting space. Non-exhibiting companies may not use meeting rooms or any other venue to promote products. AATS reserves the right to deny meeting space requests to companies that violate these policies.

If you wish to secure a booth in our Exhibit Hall, please visit our [website](#) for more information on exhibiting at the AATS 106th Annual Meeting.



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Do I have to submit an Affiliate Function Space Request if I'm not using meeting space at an Official AATS Hotel or the convention center?

Yes, AATS requires ALL organizations (commercial and non-profit) that wish to hold functions of any size or nature in any location (including restaurants, other non-hotel venues, or a non-official AATS Hotel) during the AATS 106th Annual Meeting to complete an Ancillary Function Space Request form. You may contact the venue directly *after* you receive approval from AATS on the date, time and content of the proposed event.

What types of Affiliate Events are prohibited?

Poster Event – No participant may present a paper scheduled for presentation during the AATS Annual Meeting and under embargo at the time of the meeting.

Commercial Event – A meeting that includes educational information that does not have the option for participants to earn CE credit but can be commercial/informational in nature. A select number of opportunities to hold these events during the AATS Annual Meeting are available. Visit our [website](#) for more information.

Educational Event – A meeting that includes educational content and can, but does not have to, include the option for participants to earn CE credit for attending. These types of events fall under our Industry-Supported Symposia guidelines.

For which dates am I required to submit an Affiliate Function Space Request form?

Any event held between Thursday, April 30 – Monday, May 4 must complete and submit an Affiliate Function Space Request form to AATS.

What is the deadline for submitting an Affiliate Function Space Request?

April 10, 2026

When are the blackout times for affiliate events during the AATS Annual Meeting?

Organizations may not hold functions during the defined blackout times which include AATS scheduled programming or exhibit hall functions. The only functions allowed during the blackout times are meetings that are internal/staff only. The following times below are open for affiliate requests:

Thursday, April 30, 2026

Friday, May 1, 2026, before 1:00PM or after 5:00PM

Saturday, May 2, 2026, before 7:30AM

Sunday, May 3, 2026, before 7:30AM or after 5:30PM

Monday, May 4, 2026, before 7:30AM

Tuesday, May 5, before 7:30AM or after 12:15PM

Is there meeting space available at the Convention Center?



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There is no meeting space available this year for affiliate events at the Convention Center. AATS does offer consult suites within the Exhibit Hall, if you wish to have a semi-private meeting area in the convention center. Please visit our [website](#) for more information.

What are the fees for submitting an Affiliate Event Request?

Function room pricing is noted on the Affiliate Function Space Request form and vary by the type of organization you represent and the size of your event. The fee will be charged once the room has been assigned. You will not be charged if meeting space is not available. This application fee to AATS covers the cost of the room rental but does not apply to other hotel costs which may include food and beverage and/or audio-visual costs.

Is the application fee refundable?

Written cancellations received after March 27, 2026 will not receive a refund. In the event of cancellation on or before March 26, 2026, a refund less a 50% administrative fee will be issued.

Are there other fees other than the application fee?

Any charges for services levied by the hotel are the sole responsibility of the organization. These may include, but not limited to food and beverage minimums, audio visual pricing, internet charges, electric costs, etc.

How do I submit payment for the application fees?

Credit card payment is required with submission of this form. If you are unable to submit the payment via the written form, the AATS can send a secure payment link. Payment must be received prior to confirming meeting space which will be send via a confirmation email.

Please note the following:

- ❖ Fees are payable via credit card (In very special circumstances, AATS may be able to accept wire/ACH payment or check.)
- ❖ Please notify kbillig@aats.org when payment has been made.

How do I submit an Affiliate Function Space Request?

Complete the Affiliate Function Space Request form that is available on our [website](#). Send the completed form to AATS at kbillig@aats.org.

You may submit a single room request for either a 24-hour hold or multiple days on one form at one single fee. However, if your request is for multiple rooms, over several days, with different hours and room sizes, each room request must be submitted separately and will be charged a separate fee. Your organization will be charged a fee for every request submitted.



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What are the steps for submitting an Affiliate Event Request?

1. An Affiliate Function Space Request form must be completed and submitted to AATS at kbillig@aats.org.
2. Upon receipt, AATS will review the request to determine whether the proposed event meets AATS standards and requirements.
3. Once approved, AATS will then contact the hotel(s) to secure a meeting room for the requested event.
4. After the meeting space has been secured, AATS will then notify the organization that the request has been approved and which meeting room(s) has been assigned. Every effort will be made to notify the organization within ten (10) business days after the event has been approved. Please note that the response time can vary depending on the hotel's response.
5. The organization will then work directly with the assigned hotel to plan the event.

What are the guidelines for events held during the AATS 106th Annual Meeting?

Affiliate events should not compete with the meeting schedule. The nature of activity should be in accordance with the educational focus of the meeting. Venues, agendas, and media coverage for affiliate events should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and, scientific themes, not entertainment activities, should predominate. Promotional events should be tasteful, appropriate, and professional in nature.

Will Industry-Supported Symposia, Technology Theaters, or Innovation Showcase be offered at the AATS 106th Annual Meeting?

Yes, the opportunity to hold Industry-Supported Symposia, Technology Theater presentations, or Innovation Showcase during the AATS 106th Annual Meeting is available. A separate application form must be submitted to receive approval. Please contact Caroline Arrington at industry@aats.org for more information.

Additional questions?

Contact AATS Staff via e-mail at kbillig@aats.org.