

Side Meeting Rules & Regulations AMS 100th Annual Meeting

Meeting Dates:

12—16 January 2020



AMS100

AMERICAN METEOROLOGICAL SOCIETY
100TH ANNUAL MEETING | BOSTON | 2020

The following rules are intended to enhance the general image of the Meeting, insure a quality exhibit program for all exhibitors, promote attendance in technical sessions and prevent scheduling conflicts between Official Conference Functions. These rules are included and acknowledged as part of this agreement.

A. Scheduling of side meetings and/or training sessions: No off-property entertainment, meetings, and/or other activities aimed at the General Attendees (all conference attendees and exhibitors and their personnel) are allowed to be during the exhibit hours, technical sessions, business sessions, Centennial Celebration; or any other AMS sponsored function without prior approval of AMS. AMS is aware that there is a full schedule of events; and will work with all applicants to achieve mutually beneficial schedules. The ratio should be 1v3 trainer to attendee, unless otherwise approved by AMS.

B. Hosting Receptions/Hospitality Suites:

The term “Hospitality Suites” shall include any announced or advertised, open room with readily available food, drink, and/or entertainment. Receptions and/or Hospitality suites may not operate during the conference sessions and/or exhibits and may be scheduled to begin at the close of the Conference Sessions or Exhibit Hours (whichever end last). Food, drink and/ or entertainment must cease at 1:00 A.M., when Hospitality Suites are located in sleeping room areas. All are required to inform AMS, in writing, of any planned events including the time and location of the event. Hospitality Suites are not to be used in place of an Exhibit Booth.

C. Deadlines:

The Deadline to submit a side meeting room request is 1 October. AMS will provide you with a room assignment by 15 October. If applicable, you will receive an invoice in mid-October for the room fee(s). This invoice is due within 30 days. If the invoice is not paid within the 30 Days, AMS will confirm the space is still needed. If the space is not needed or not confirmed and paid for AMS will give the space to the next person on the waiting list.

Please Note: hotels will not commit side meeting rooms or hospitality suites without prior approval by AMS. All Hospitality Suite and/or Press Conference signs must be located in the exhibitor’s booth and are not permitted in the lobbies of the Convention Center or the Headquarters Hotel Lobby.

Questions or concerns regarding any of this information should be directed to: Marissa Welch, AMS Meetings Coordinator (mwelch@ametsoc.org)