



Meetings and Events at ENDO 2020

March 28-31, 2020 – San Francisco, CA

ENDO 2020 - The 102nd Annual Meeting & Expo will bring together over 7,500 physicians, healthcare professionals, and researchers in the field of Endocrinology. ENDO 2020 is the world's largest meeting of endocrinologists. The Endocrine Society welcomes groups to host activities in conjunction with ENDO 2020 as it offers the premier opportunity to engage the endocrine community.

A meeting and/or an event (as defined by the Society) can be organized by any group and held either prior to or after the official ENDO 2020 dates (March 28-31). All meetings and events must be requested and approved by the Society. Other than approved educational meetings/events, the Society does not permit any other educational activities during ENDO 2020. Permissible meetings/events include the following activities:

- Internal Sales/Business Meetings
- Staff Meetings
- Investigators Meetings/Industry Updates
- Advisory Board Meetings
- Patient Group Meetings
- Roundtable Discussions
- Social Events
- Press Briefings
- Other Activities (as approved by the Society)

Meeting/Event Guidelines

- The Society requires all meetings/events held in conjunction with ENDO 2020 be coordinated through the Society's Meetings Department. Meeting Request Forms must be submitted for approval. **There is a processing fee for requesting space.**
- Social events may be held at the Headquarters Hotel(s) or another venue. These events must be held outside of the official ENDO 2020 hours (8:00 am – 5:45 pm) throughout the official dates of ENDO (March 28-31).
- Space for meetings/events will be provided only to requestors who are affiliated with the Society, such as exhibitors, corporate sponsors, non-for-profit organizations, members of the Society, and ENDO 2020 attendees.
- Once a meeting request is approved and a meeting hotel and a meeting room are assigned, the Society will provide the organizer with contact information of the convention services/catering manager. At this time, the processing fee will be charged.
- All expenses associate with meetings/events, such as signage, room set-up/clean- up, food and beverage, audio-visual, electrical, telephone, Internet connections, meeting room rental, shipping, etc. are the sole responsibility of the organizer and must be billed directly to the organizer.
- All audiovisual equipment and services must be arranged through ENDO's official AV provider Freeman AV.

- Activity information may not be distributed within the convention center and/or designated hotels. Only Exhibitors are allowed to distribute activity information materials within exhibit booth space.
- Only approved events may have signs in designated hotels. Signs must be placed outside of meeting rooms.
- Use of the Endocrine Society logo and ENDO 2020 name and logo are strictly prohibited on marketing pieces, invitations, and advertisements.

Marketing and Promotion Opportunities

- If desired, a 50-word activity description can be included in the ENDO 2020 mobile app and ENDO 2020 Web site. The deadline for submitting text is December 20, 2019.
- The Endocrine Society allows groups the opportunity to purchase membership and attendee mailing lists for pre and post ENDO 2020 marketing. Only mailing information will be provided and lists do not include phone numbers and email addresses and are sold for a one-time use only. Samples of the mailing must be submitted and approved by the Society prior to a group receiving the list. For more information on purchasing lists, please contact Danielle Whalen at dwhalen@endocrine.org

Disclaimer on All Activity Materials

Meetings and events, as defined above, are not sponsored by the Endocrine Society and may not be promoted as a Society event. The following statement must be included on all advertisements, marketing pieces, signage, meeting materials, invitations, derivative products, etc.:

“This is not an official activity of the ENDO 2020 meeting and is not sponsored or endorsed by the Endocrine Society.”