47th AAGL Annual Global Congress on MIGS

Exhibitor Prospectus

MGM Grand Hotel and Convention Center, Las Vegas, NV

November 11-15, 2018
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Dear Colleagues, Sponsors, and Partners:

As the AAGL embarks on presenting the 47th AAGL Global Congress on Minimally Invasive Gynecology November 11-15, 2018 at the MGM Grand Hotel and Convention Center, Las Vegas, NV, we are hopeful that you will accept our sincere invitation to join us.

Every year we are honored to have a high number of abstracts and videos submitted by physicians for consideration to present at the Global Congress, which results in excellent attendance. To further boost attendance this year, we will be providing opportunities for presentations of virtual and video posters, which will be housed in the exhibit hall. We’re confident that this will drive more attendees to the exhibit hall and for longer visits, allowing you to engage even more with your target customers. As has been AAGL’s tradition, we welcome the attendance of company representatives at our scientific sessions and encourage their participation.

In order to maximize your time in the exhibit hall, this year’s program will again allow for 13 hours of exhibit time with almost 9 hours uncontested by other events. Our popular Welcome Reception will be hosted in the exhibit hall, as well as refreshment breaks and lunch. This year we intend to provide comfortable seating areas in the exhibit hall for your staff and our attendees to enjoy lunch and remain in the exhibit hall.

Our Congress attendees enjoy starting and ending their day with opportunities to learn more about your products and services. Industry sponsored symposia are prime opportunities for you to present your products and services in a private format of your choosing (panel discussion, keynote speakers, product demonstrations, etc.). Breakfast and evening symposia are available on a limited basis on both full days of the Congress, Tuesday and Wednesday, November 13 and 14, 2018.

The MGM Grand is an exciting venue, offering many traditional and innovative marketing and promotional opportunities. Additionally, The Journal of Minimally Invasive Gynecology (JMIG) produces a special issue for the annual meeting and is always an excellent advertising opportunity*.

As access to hospitals and physicians in the OR continues to be challenging for vendors and sales professionals, your exhibit booth at the AAGL Global Congress is the gateway to starting and building those important relationships with your target customers.

We look forward to greeting you and your company in Las Vegas for a successful Congress together.

Marie Fidela R. Paraiso, M.D., FACOG, FPMRS, Vice President of the AAGL

* To place an ad in JMIG, please contact Roxana Muniz at Elsevier at r.muniz@elsevier.com for insertion orders, costs and deadline dates for the July-August and/or September-October issues.
Why should you exhibit at the 47th AAGL Global Congress?

AAGL was the very first organization in the world dedicated to gynecologic endoscopic surgery when it was founded in 1971. We remain the largest group dedicated to minimally invasive gynecologic surgery (MIGS), breaking ground by way of education, communication and research. From the beginning, our mission has been to provide a platform upon which the best and the brightest in our industry could share their research, educate their peers, and advocate surgical options that make the lives of women better.

The AAGL Annual Global Congress is the premier and largest clinical meeting dedicated to minimally invasive gynecologic surgery in the world. This year’s exhibit hall will feature over 90,000 square feet of space.

Access to the over 2,000 Congress attendees in the comfort of your exhibit booth.

Increased Awareness of your brand, products, services and technologies through your exhibit and additional promotional and advertising opportunities.

Exposure of your company’s full breadth of products, services and technologies.

Networking with your target customers.

2017 Participating Companies

3-Dmed
3D Systems (Simbionix)
AbbVie
Acessa Health Inc.
Advanced Endoscopy Devices, Inc.
AEGEA Medical
Aesclap
Alesi Surgical
Allergan
Alma Lasers
Applied Medical
Baxter HealthCare
Bayer Healthcare, LLC
Blue Endo
Boehringer Laboratories, LLC
Boston Scientific
Brainchild Surgical Devices
Buffalo Filter
Caldera Medical
Channel Medsystems
Coloplast
CONMED Corporation
Contemporary OB/GYN
CooperSurgical
D.A. Surgical
Elmed Incorporated
Elsevier
Emmy Medical
Endometriosis Association
Ethicon US, LLC
Expert Alternatives
FemaSys
FzioMed, Inc.
Gynesonics
GYNE
HealthTronics, Inc.
Hologic, Inc.
Intuitive Surgical, Inc.
Kangji Medical Instrument Co., Ltd
KARL STORZ Endoscopia Latino-America, Inc.
KARL STORZ Endoscopy-America, Inc.
Lasering USA
Lazarus3D
LEXION Medical
Limbs & Things
LiNA Medical
Lumenis, Inc.
Luminelle
Marina Medical Instruments
MEDICAL-X
Medtrina
Medtronic
Mimic Technologies Inc.
Minerva Surgical
NeoScope2020
neoSurgical
Nino Med, LLC
OBG Management
Olympus America Inc.
Optimal Payments, LLC
The O.R. Company
Pee Bee India Endoscopy
The Prometheus Group
Richard Wolf Medical Instruments Corporation
Sciton
Sony Electronics
Surgical Lasers, Inc.
Surgical Science, INC.
SurgiTools PTY LTD
Suture Ease, Inc.
Teleflex Medical
Tens Technologies
Thermi
TransEnterix
TS Medical USA
Viveve
Wolters Kluwer
AAGL Membership Demographics

Global Membership

AAGL SPECIAL INTEREST GROUPS

UROGYNECOLOGY/VAGINAL SURGERY
This special interest group (SIG) focuses on urogynecology issues, including incontinence and pelvic floor repair, and is additionally dedicated to the advancement of the use of vaginal surgery as an alternative to laparoscopy.

ROBOTICS
The use of robotics in minimally invasive gynecology is one of the fastest growing technologies in our field. This Robotics SIG is comprised of doctors who are pioneering new surgical techniques that implement robotics.

ONCOLOGY
Follows and shares the latest state-of-the-art techniques for treating women with gynecologic cancers.

ENDO/REPRODUCTIVE SURGERY
Focuses on medical and surgical techniques for the management or removal of endometriosis and related fertility issues.

PELVIC PAIN
Pelvic pain can be one of the most debilitating medical problems for a woman. This SIG is comprised of doctors who are advancing techniques for managing pelvic pain.

HYSTEROSCOPY
Defines minimally invasive surgery as it is a purely endoscopic surgical approach to treat pathology within the uterus. The Hysteroscopy SIG seeks to further the awareness and use of hysteroscopy as both a valuable diagnostic tool and effective therapeutic technique under the umbrella of MIGS.

BREAKDOWN BY PROFESSION

64.28% Gynecologist

0.17% Hospital Administrator
3.13% Non-Physician
0.91% Nurse
0.09% O.R. Personnel
3.26% Oncologist
1.96% Other
3.39% Reproductive Specialist
9.34% Resident
0.61% Retired
4.69% Urogynecologist
0.61% Clinical Researcher
7.56% Fellow

AAGL Membership
7500+

U.S. Members
53%

International Members
47%
General Information

Meetings and Exhibits

Exhibitor Services
Heather Bradford
Exhibits Account Executive
Phone: 800.554.2245 ext:233
Email: hbradford@aagl.org

Business Development Manager
Phone: 800.554.2245 ext: 225
Email: craig@aagl.org

Linda J. “Lynn” Bell
Grants Manager
Email: lbell@aagl.org
Phone: 800.554.2245 ext: 242

Catering
Melanie Hague
Catering Manager
MGM Grand Hotel & Casino
E-mail: mhague@lv.mgmgrand.com
Phone: (702) 891-1267
Mobile: (702) 210-6159

Hotel Contact Information

Convention Services
Michelle Zerdin, CMP
Sr. Convention Services Manager
MGM Grand Hotel & Casino
E-mail: mzerdin@lv.mgmgrand.com
Phone: (702) 891-1237
Mobile: (702) 210-6430

Catering
Melanie Hague
Catering Manager
MGM Grand Hotel & Casino
E-mail: mhague@lv.mgmgrand.com
Phone: (702) 891-1267
Mobile: (702) 210-6159

Exhibitor Housing

Hotel reservations for exhibitors will be handled via an online portal directly to the MGM Grand Hotel and Convention Center. A link to this portal will be available on the AAGL website in mid-June 2018. A notice will be sent out with more information when this portal is live. An Exhibitor Housing Form will also be required and will be available on the AAGL website in mid-June. If you have questions about housing, contact AAGL at housing@aagl.org.

Service Contractor

GES is the official contractor. A link to the Exhibitor Services Kit will be available on the AAGL website in August 2018. Please contact GES with any special requirements and state that you are an exhibitor for the 47th AAGL Global Congress.

Exhibitor Services

Catering

For more information regarding the Congress, please contact:
Craig Cocca, Senior Business Development Manager
Jocelyne Fletcher, Senior Marketing Manager
AAGL Advancing Minimally Invasive Gynecology Worldwide
6757 Katella Ave, Cypress, CA 90630-5105 USA
Ph: (800) 554-2245 or (714) 503-6200
Fax: (714) 503-6201 or (714) 503-6202
E-mail: exhibitors@aagl.org
Web Site: www.aagl.org

Exhibit Booth Space

The Application to Exhibit will be available on the AAGL website.
All booth space fees are $38 per square foot, plus an additional $500 for each corner. Booth fees include:
- 8’ draped back wall and 3’ draped side walls (inline booths only)
- Company identification sign (inline booths only)
- 5 exhibitor badges per 100 sq. ft. of booth space
- 1 box lunch ticket per 100 sq. ft. of booth space
- Access to General Sessions, Plenary Sessions, Poster and Podium Sessions – official exhibitor badge required for entry (additional fee required for PG Courses)
- Complete listing in the Final Program (subject to publication deadlines)
- Listing and link to exhibiting company website on the AAGL website
- Company and booth number listing in the Final Program and the AAGL Global Congress App (subject to publication deadlines)
- 24-hour perimeter security service (private in-booth security excluded)

Exhibit Hours

Marquee Ballroom Exhibit Hall
Saturday, Nov. 10..................11:00am – 4:30pm.............. Exhibits over 600 sq. ft

Exhibit set-up

Sunday, Nov. 11..................8:00 am – 3:30 pm ............... Exhibit set-up
Monday, Nov. 12 ...............8:00 am – 3:30 pm ............... Exhibit set-up

6:45 pm – 8:00 pm ..........Welcome Reception*
Tuesday, Nov. 13..........9:30 am – 3:30 pm .......... Exhibit Hours
9:35 am – 11:00 am..........Refreshment Break
1:10 pm – 3:30 pm..........Luncheon
3:30 pm .......................Exhibits Close

Wednesday, Nov. 14........9:30 am – 3:00 pm .......... Exhibit Hours
9:30 am – 11:00 am..........Refreshment Break
1:10 pm – 3:00 pm..........Luncheon
3:00 pm .......................Exhibit Breakdown
Thursday, Nov. 15..........8:00 am – 5:00 pm .......... Exhibit Breakdown

*Welcome Reception

Exhibit Hall

Monday, November 12, 2018 • 6:30 pm – 8:00 pm
Immediately following the Opening Session on Monday, November 12, 2018, the AAGL will present a Welcome Reception in the Exhibit Hall. The AAGL will furnish a hosted bar and we encourage you to provide hors d’oeuvres from your individual booths allowing you the opportunity to offer the attendees your personal hospitality. To order hors d’oeuvres for this event, please complete the order form included in the GES Exhibitor Kit, which will be available in August.

Representatives are required to staff their exhibit booths at all times when the exhibit hall is officially open. Exhibitors may enter the hall one hour before the scheduled exhibition and may remain in the hall one hour after the close of the exhibition. Exhibitors needing access to the exhibit hall after hours to retrieve items from their booth must present identification and be accompanied by security personnel.

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- 24-hour perimeter security service (private in-booth security excluded)
Exhibit Rules and Regulations

As a condition of participation in the AAGL exhibition, each exhibitor, its representatives, and agents must agree to and abide by all rules and regulations set forth in the Exhibitor Prospectus, Exhibitor Service Manual, and other correspondence of AAGL, its contractors/agents, and the hotel.

Service Contractor & Exhibitor Service Kit
GES
7050 Lindell Road, Las Vegas, NV 89118-4702
Ph: (800) 475-2098
Fax: (866) 329-1437
Web site: www.ges.com (click on “Contact”)

Industrial exhibitors will be furnished without extra charge, standard display equipment booth, which includes 8-foot high draped back wall, 3-foot high draped side rail, along with a booth identification sign (7” x 44”) stating the firm name and booth number. A link to the Exhibitor Services Kit will be available on the AAGL website in August 2018. Please contact GES regarding any special needs.

Reservation of Space
Exhibit spaces will be allocated by AAGL. Payment for the total amount due must accompany each order. Orders accepted and accompanied by payment will be considered firm orders for space requested, and no refunds will be made after September 10, 2018. In the event of failure or inability to fulfill this contract, to furnish the space due to fire, strikes, authority of the law, act of God, or for any other cause of reason, the AAGL shall determine an equitable basis for the refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made and thereupon this agreement shall be deemed canceled by mutual consent and the AAGL shall be relieved from responsibility thereunder.

Liability
Any third party representatives in charge of providing installation and dismantling services hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify the AAGL and MGM Grand Hotel and Convention Center and its owners and its operator and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all third party claims, losses or damages to persons or property, governmental charges or fines and reasonable attorney’s fees arising out of or caused by negligence or willful misconduct its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof; excluding any such liability caused by any act, omission, or negligence of the Hotel and its employees and agents.

Insurance
Exhibitor and any third party representatives in charge of providing installation and dismantling services, shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 USD combined single limit for personal injury and property damage, worker’s compensation insurance and automobile liability insurance covering all owned, non-owned, and hired vehicles including loading and unloading operators. The AAGL and MGM Grand Hotel and Convention Center shall be included in such policies as additional insureds. The Certificate of Insurance shall include that notification of cancellation will be provided to the additional insureds sixty (60) days prior to the event. The Certificate of Insurance must be received in the AAGL Office by September 24, 2018. In addition, Exhibitor acknowledges that neither the AAGL, the Hotel, its owners and operator maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor and their representatives to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Install/Dismantle
In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the Show. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty (30) minutes, may be performed by the owner or company representative. GES’s Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as they will have priority at the unloading area at all times. Union jurisdiction allows hand-carried items only and will not permit exhibitor’s use of dollies, hand trucks or pushcarts. Electrical installation must conform to Union rules and regulations and to all national, state and local codes. All exhibitor’s decorating materials, furniture, signs and equipment must conform to national, state and local fire and safety codes. The use of open flames or butane gas is strictly prohibited.

The dismantling of exhibits begins on Wednesday, November 14, 2018 at 3:00 pm. Dismantling an exhibit or packing of equipment or literature prior to 3:00 pm on Wednesday, November 14, 2018 is not permitted. To avoid damage to equipment or display materials, exhibitors should remain with the equipment until crates are returned and materials packed. All crates must be packed and labeled for outbound shipment.

Exhibitor Approved Contractor (EAC)
All exhibitors using an EAC must submit to AAGL in writing on exhibitor company letterhead, the name, address, telephone number and contact person of the contracted company. Please send this information to exhibits@aagl.org, no later than October 8, 2018. All EACs must submit to AAGL an original certificate of insurance (see Insurance section above).

Booth Height Regulations
Booths: A maximum of 4 feet in height on each side of the exhibit booth has been established so that no booth will interfere with or distract from any other exhibit booth. Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of their exhibit.

Island Booths: When an island booth exceeds 8’3” it does not interfere with other exhibitors because it obviously does not back up against another exhibitor’s back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. Ceiling height is 24 feet. Healthcare Convention and Exhibitors Association (HCEA) rules to be followed (see www.hcea.org/ hcea-guidelines-and-best-practices/).

Americans with Disability Act (ADA)
To comply with the ADA, exhibitors should make every effort to accommodate attendees who are handicapped. The exhibit should be installed according to HCEA guidelines and may not project beyond the space allotted, obstruct the view of, or interfere with other exhibits. AAGL reserves the right to request modifications, at the exhibitor’s expense, of any display that does not comply with these guidelines.

Children
For the protection of your children and to maintain the scientific nature of the exhibit hall, no children under the age of 18 will be allowed during the
installation, dismantle and show hours.

**Speakers at Booths**
The AAGL will allow clinical presentations and live telesurgery from exhibit booth locations; however, these presentations will only be allowed for exhibitors presenting at least a 20’ x 20’ exhibit. These presentations may only be held during the refreshment breaks and luncheons. Amplification of the presenter is allowed; however, we request that you keep the volume at a comfortable level for your neighboring exhibitors.

**Music and Videotapes**
At no time should music or videos be played at a level that interferes with the activities of exhibit companies in your area. The exhibitor is responsible for any and all fees which may be due to ASCAP or BMI for the use of copyrighted music used in audio presentations. You may contact the AAGL office for further information.

At no time should music or videos be played at a level that interferes with a neighboring exhibitor’s booth activities. Music videos or poster/pictures containing sexually explicit or vulgar language or acts are strictly prohibited. The AAGL reserves the right to determine what is appropriate regarding music, music volume, videos, and posters/pictures.

**Badges**
All representatives of exhibiting firms must register and wear an official exhibitor’s badge for admission to and while in the exhibit hall, as well as for admission to the General Sessions, Plenary Sessions, Poster and Podium Sessions. Company badges will not be accepted in lieu of the official meeting badge once the show opens. An Exhibitor’s Badge Registration form will be available on the AAGL website. Please note that the deadline for receipt of the exhibitor’s badge registration form is September 24, 2018.

Each exhibition company will receive 5 complimentary badges for every 100-sq. ft. of booth space purchased. For additional badges, there will be a charge of $300 per person. There is a $350 charge for badges printed on site. There will be a $30.00 replacement charge for duplicate badges. Any badges reprinted due to error by AAGL staff will be free of charge. It is against the AAGL’s policy for exhibitors to lend their badges to anyone.

**Promotional Opportunities**
Commercial sponsorship opportunities that will allow your company to keep its name in front of the AAGL attendees.

**Sponsored Symposia & Affiliated Exhibitor Events**
For those companies providing a breakfast, reception or evening symposium, please send a copy of your proposed invitation to the AAGL for approval prior to printing and distribution. You may post signs near the AAGL registration desk and distribute flyers from your exhibition booths. Applications for Sponsored Evening Symposia, and Affiliated Exhibitor Events, including breakfast symposia, receptions or meeting room space, will be available on the AAGL website.

**Attendee Lead System**
The AAGL will provide a lead retrieval system for use in the exhibit hall. Information on how to sign up for the lead retrieval system will be provided in the Exhibitor’s Kit as distributed by GES.

**Selling of Products & Services**
Sales are permitted provided that all transactions are conducted in a manner consistent with the professional nature of the exhibits. AAGL reserves the right to restrict sales activities that it deems inappropriate. It is the responsibility of the exhibitor to secure any licenses, permits and/or identification numbers required by the local and state government to sell their products.

No organization or their representative may display, demonstrate, or distribute their products and/or services in any location other than their designated exhibit booth. Companies who have been approved to host exhibitor sponsored events or who are participating in the physicians’ tote bag program may use these vehicles to promote their products/services.

**Exhibit Photographing/Videotaping**
A representative of one exhibiting company may not photograph or record video (with film or digital devices, including camera phones) of another exhibitor’s booth. Violation of this rule will result in the expulsion of the offending exhibitor from the exhibit hall, and confiscation of the photo, image(s) and/or video(s).

**Survey and Questionnaires**
Exhibiting companies wishing to ask meeting attendees to complete a survey/questionnaire for marketing research, or analysis purposes must not provide any monetary compensation for completing the survey. A modest gift, in accordance with the AdVaMed Code of Ethics, may be given for completing the survey/questionnaire.

All meeting attendees must be allowed to complete the survey if they so desire and an exhibitor may not deny an attendee from participating in a survey/questionnaire based on age, sex, race, or any other reason.

**Usage of the AAGL Name**
The use of the AAGL’s name, insignia, association logo, annual meeting logo, or other identifying marks of the AAGL may not be used in signs, advertising, or promotions in any media or on descriptive product literature without the express written permission of the AAGL.

**Security**
As noted under Liability, AAGL and MGM Grand Hotel and Convention Center will not be responsible for any damage, theft or loss of any kind. AAGL will, however, provide general perimeter security on a 24-hour basis, beginning on November 10, 2018 and ending on November 15, 2018. Companies requiring additional security at their booth may do so at their own expense by contacting the AAGL office to obtain the name of the official security company for the event.

**Food and Beverage Services**
MGM Grand Hotel and Convention Center is the exclusive provider of all food and beverage services within the facility. Exhibit companies and guests are prohibited from bringing any food and beverage into the convention center from outside sources without the prior written permission from the convention center.

**Hotel Reservations**
You will not be contacted by a housing company

(please follow the procedure below)

On occasion, company representatives have questioned the housing procedures of most all organizations. In selecting the location of our Global Congress, the AAGL reserves rooms to include our members, and exhibit company representatives. We commit to the hotel that the rooms we reserve will be utilized. While our attendees can make their individual room reservations directly with the hotel, it is a little more complicated when blocks of rooms are requested. We realize that as a company you will have many representatives attending the meeting, and that the actual number is difficult to determine in advance. What we have found in the past is that some companies will block an excess of rooms and cancel them just prior to the meeting. This causes the following problems: 1) Our room block fills quickly with physician reservations and exhibit blocks, leaving other attendees to look for space at other hotels; and 2) excess exhibit blocks are then canceled prior to the meeting and we have not met our obligation to the hotel.

The AAGL expects your company representatives to book their accommodations at the hotel in this prospectus and we are interested in working with each individual company to ensure that your housing needs are met. We will allocate rooms to
AAGL Meetings
Code of Conduct

AAGL is committed to providing a safe, productive, and welcoming environment for all meeting participants and AAGL staff. All participants, including, but not limited to, attendees, faculty, speakers, volunteers, exhibitors, AAGL staff, service providers, and others are expected to abide by this AAGL Meetings Code of Conduct.

This Code of Conduct applies to all AAGL meeting-related events in public or private facilities, including those sponsored by organizations other than AAGL, but held in conjunction with AAGL events. It is intended to complement the AAGL Anti-Harassment Policy. If there is any conflict between the provisions of this policy and the provisions in the Anti-Harassment Policy, such conflict is unintentional, and the Anti-Harassment Policy takes precedence.

Expected Behavior
- All attendees, faculty, volunteers, exhibitors, AAGL staff members, service providers, or other meeting guests are treated with respect and consideration, valuing a diversity of views and opinions.
- Be considerate, respectful, and collaborative.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other attendees, participants, AAGL staff, and suppliers/vendors.
- Be mindful of your surroundings and of your fellow participants. Alert AAGL staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, AAGL contracted facility, or any other venue.

Unacceptable Behavior
- Harassment (including sexual harassment) or discrimination in any form will not be tolerated.
- Physical or verbal abuse of any attendee, faculty, volunteer, exhibitor, AAGL staff member, service provider, or other meeting guest will not be tolerated.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, or socioeconomic class; inappropriate use of nudity and/or sexual images in public spaces or in presentations; or threatening or stalking any attendee, faculty, volunteer, exhibitor, AAGL staff member, service provider, or other meeting guest.
- Making a visual and/or audio recording of another individual’s presentation without the explicit permission of AAGL or the author is not allowed.
- Disruption of talks at workshops, sessions, symposia, in the exhibit hall, or at other events organized by AAGL at the meeting venue, hotels, or other AAGL-contracted facilities is also unacceptable behavior, and is subject to sanctions.

Consequences
- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- AAGL staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- AAGL reserves the right to prohibit attendance at any future meeting.
- Other consequences as set forth in the AAGL Anti-Harassment Policy, as applicable.

Reporting Unacceptable Behavior
AAGL encourages reporting all perceived incidents of harassment, discrimination, or retaliation. If you are the subject of unacceptable behavior or have witnessed any such behavior, please report this behavior as follows:

By email or phone to: The Executive Director, Linda Michels, at lmichels@aagl.org, or (714) 503-6200.

By email to the Grievance Committee of AAGL at: grievance@aagl.org

By phone to (866) 976-8894 during the AAGL Annual or Regional Meetings.

Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety is advised to contact 911 and locate a house phone and ask for security.
## Important Dates to Remember

<table>
<thead>
<tr>
<th>FOR EXHIBITS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Cancel Exhibit Space with Refund</td>
<td>Monday, September 10, 2018</td>
</tr>
<tr>
<td>Exhibitor Description Due</td>
<td>Monday, September 10, 2018</td>
</tr>
<tr>
<td>Exhibitor Badge Registration Form Due</td>
<td>Friday, September 21, 2018</td>
</tr>
<tr>
<td>Certificate of Insurance Due</td>
<td>Monday, September 24, 2018</td>
</tr>
<tr>
<td>Welcome Reception Catering Order Due</td>
<td>Friday, September 28, 2018</td>
</tr>
<tr>
<td>Exhibitor Approved Contractors Due</td>
<td>Monday, October 8, 2018</td>
</tr>
<tr>
<td>Discount Deadline Date for GES Orders Received with Payment</td>
<td>Tuesday, October 30, 2018</td>
</tr>
<tr>
<td>Exhibitor Set-up</td>
<td>Saturday-Monday, November 10-12, 2018</td>
</tr>
<tr>
<td>Welcome Reception in Exhibit Hall</td>
<td>Monday, November 12, 2018</td>
</tr>
<tr>
<td>Exhibits Open</td>
<td>Monday-Wednesday, November 12-14, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR INDUSTRY SPONSORED SYMPOSIA &amp; AFFILIATED EVENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Symposium Program Due</td>
<td>Monday, September 10, 2018</td>
</tr>
<tr>
<td>Symposium &amp; Affiliated Exhibitor Events Cancellation Due for Refund</td>
<td>Monday, September 24, 2018</td>
</tr>
<tr>
<td>Affiliated Exhibitor Events</td>
<td>Monday, October 29, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR MARKETING MATERIALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials for Final Program Ad Due</td>
<td>Friday, September 14, 2018</td>
</tr>
<tr>
<td>Corporate Sponsor Slides Due</td>
<td>Monday, October 1, 2018</td>
</tr>
<tr>
<td>Copy for Doctors’ Bags Inserts Due for Approval</td>
<td>Monday, October 1, 2018</td>
</tr>
<tr>
<td>Doctors’ Bags Inserts Due at AAGL (2,500 copies)</td>
<td>Thursday, November 1, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR HOTEL ACCOMMODATIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Sleeping Room Assignments Due to AAGL</td>
<td>Monday, September 10, 2018</td>
</tr>
<tr>
<td>Room Block Cancellations Due</td>
<td>Monday, October 1, 2018</td>
</tr>
</tbody>
</table>

### Meetings and Exhibits Staff

Contact Information:

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Fax: 714.503.6201

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