

## **American Society for Clinical Pharmacology & Therapeutics (ASCPT) In Conjunction With (ICW) Meetings and Events Policy**

Organizations, corporations, educational institutions, individuals, and other entities wishing to hold a meeting or event that is related to clinical pharmacology or translational science and/or includes ASCPT Annual Meeting attendees and takes place anywhere within Colorado Springs between Monday, March 18 – Friday, March 29, 2024, must apply for an ICW meeting/event and comply with ASCPT ICW guidelines.

All proposed events must be submitted to and approved by ASCPT prior to any arrangements being made for the ICW, including reserving space within the host hotel, the Broadmoor.

### ASCPT ICW Policy

ASCPT welcomes its members and the broader clinical pharmacology and translational science community to the Annual Meeting each year. While the ASCPT Annual Meeting is primarily an opportunity for members and non-members from around the globe to share innovative science, grow knowledge and skills, and build professional networks, we are pleased to support our community by enabling other events that engage ASCPT attendees *in conjunction with* (ICW) the ASCPT Annual Meeting. To ensure that access to ASCPT attendees is fair, equitable, and organized, the following policies and guidelines must be observed by any organization or entity wishing to have an ICW meeting or event. These guidelines apply equally to organizations partnering with ASCPT for the Annual Meeting or other events as well as other organizations or individuals. Neither group has priority in the approval of ICWs or the assignment of space. Space is available on a first-come, first-served basis.

### What ICW Events Get Approved?

Approval of your ICW event is at the discretion of ASCPT and will be considered against all other scheduled programming. While ASCPT will strive to approve all ICW requests that are submitted by the deadline, space and scheduling restrictions may limit ICWs that can be approved, and ASCPT reserves the right to decline any ICW. Your ICW must meet the following criteria to be considered:

- ICW events are not permitted to infringe on the official program of the ASCPT Annual Meeting and therefore may not overlap scientific sessions, receptions, meals, or other events held by ASCPT.
- ICW events desired to be held concurrently with ASCPT's events will be considered for an exception if the attendance does not exceed 10 Annual Meeting attendees, including your organization's representative, employees, etc.
- Official Partners of the ASCPT Annual Meeting must adhere to the conditions outlined in their partnership agreement and [partner terms and conditions](#).
- ICW requests must be submitted to ASCPT prior to any arrangements being made with the official host hotel of the ASCPT Annual Meeting. ASCPT staff will maintain contact with the host hotel and will decline any ICW that does not adhere to this or any other guideline.