

**International Society for Heart and Lung Transplantation
30th Anniversary Meeting and Scientific Sessions
Hilton Chicago, Chicago, IL**

❖ AFFILIATE EVENT/ACTIVITY APPROVAL FORM ❖

Affiliate events include:

- all non-ISHLT-sponsored, non-company-sponsored events/meetings/activities conducted by or for delegates at the ISHLT Annual Meeting and taking place in the Chicago area between 8:00 am Tuesday, April 20, 2010 and Noon Saturday, April 24, 2010. Such events include meetings and events organized for university alumni, special interest group events, sales and/or staff meetings, advisory and other Board meetings, investigator meetings, etc.
- all events/meetings/activities conducted by commercial interests at the ISHLT meeting, involving only company employees/consultants/ investigators/board members, and taking place in the Chicago area between 8:00 am Tuesday, April 20, 2010 and Noon Saturday, April 24, 2010. Such events include sales and/or staff meetings, advisory and other Board meetings, and investigator meetings. Educational, marketing, social, and other activities that are conducted by commercial interests and to which ISHLT delegates are/will be invited are not considered affiliate events. Companies wishing to conduct such events must submit a symposium/social event application form, available on the ISHLT web site (www.ishlt.org).

All affiliate events must be approved by ISHLT and may take place only during the approved times designated by ISHLT. Requests for ISHLT approval of affiliate events must be submitted via this form. If space is requested at the Hilton Chicago, ISHLT will notify the hotel if space release for the specific event requested has been authorized by ISHLT. All subsequent arrangements regarding the event are to be made by the event organizer directly with the hotel. Requests for corporate affiliate events will not be approved for unless the company is also an exhibitor.

Following are the times designated by ISHLT for affiliate events. Hospitality suites and events that involve ONLY exhibiting company staff are not subject to these time restrictions but must still be submitted for approval.

Date	Restricted Times	Approved Event/Activity Times
Tuesday, April 20	None	7:00 am - Midnight
Wednesday, April 21	7:00 am - 12:30 pm; 2:15 pm - 6:45 pm	6:00 am - 7:00 am; 12:30 pm - 2:15 pm; 6:45 pm - Midnight
Thursday, April 22	8:15 am - 12:15 pm; 2:30 pm - 7:00 pm	6:00 am - 8:15 am; 12:15 pm - 2:30 pm 7:00 pm - Midnight
Friday, April 23	8:15 am - 12:15pm; 2:30 pm - 6:00 pm; 8:00 pm - 10:00 pm	7:00 am - 8:15 am; 12:15 pm - 2:30 pm; 6:00 pm - 8:00 pm 10:00 pm - Midnight
Saturday, April 24	7:00 am - Noon	6:00 am - 7:00 am

Today's Date: _____ Your Name: _____

Your Phone #: _____ Your Email Address: _____

Name of Company/Institution/Group Organizing Event: _____

Event/Activity Name: _____

Purpose of Event/Activity: _____

Start Time / Start Date: _____ End Time / End Date: _____

Do you desire space at the Chicago Hilton for this event? Yes No

If no, where will the event take place? _____

Number of People Attending: _____ Does the event require A/V equipment/labor? Yes No

Will physicians be invited to attend this event? Yes No

Return this completed form to Susie Newton at susie.newton@ishlt.org or fax to 972-490-9499.

ISHLT Authorization: _____ Date: _____

ISHLT Non-Approval: _____ Date: _____

Reason for Non-Approval: _____