

AES OFFICIAL ICW GUIDELINES

AES 2026 | Denver, Colorado

Organizations, corporations, educational institutions, individuals, and other entities wishing to hold a meeting or event anywhere in the Atlanta area that is related to epilepsy and/or includes 2026 AES Annual Meeting attendees must comply with AES In Conjunction With (ICW) Meeting guidelines.

Inclusive dates are Tuesday, December 1 to Wednesday, December 9, 2026.

Your proposed meeting must be submitted to and approved by AES.
Space is assigned for single-day events on a first come, first served basis.

Note: Requests for space on multiple days will be reviewed in mid-October once most events have been assigned.

Questions?

Email: meetingspace@aesnet.org

Phone: 312-883-3800

KEY DATES

- **Applications open:** By the end of June 2026
- **Standard application deadline:** Friday, October 30, 2026
- **Late request period (higher fees apply):** Saturday, October 31 – Friday, November 6, 2026
- **Inclusive ICW dates:** Tuesday, December 1 – Wednesday, December 9, 2026

WHAT IS AN ICW?

An ICW is **any meeting, event, or gathering related to epilepsy** that:

- Is not part of the official AES Annual Meeting program, and
- Takes place in the greater host-city area during the inclusive ICW dates, and
- Includes or targets AES Annual Meeting attendees.

All such events—regardless of venue—must be submitted to and approved by AES in advance.

Examples include (but are not limited to):

- Advisory board, committee, or board meetings
- Focus groups or task forces
- Alumni receptions or reunions
- Social events (breakfasts, lunches, receptions, dinners)
- Exhibitor team meetings

ELIGIBILITY AND APPROVAL CRITERIA

Approval of ICW requests is at AES's discretion. All approved ICWs must meet all of the following criteria:

ATTENDANCE AND INVITATIONS

- Events must be limited to a clearly defined, invitation-only audience.
- ICWs may not be open to all AES Annual Meeting attendees.
- Attendance limit:
 - Up to 100 total participants, including staff, vendors, and representatives.
 - Exhibitors at Leader level or higher may request approval for up to 300 participants.

PARTNERED EVENTS

- If one commercial entity and one eligible nonprofit ([Epilepsy Leadership Council members only](#)), or two nonprofits, co-host an event:
- Each organization may host up to 100 attendees, for a combined maximum of 200.
- Adding additional nonprofits does not increase the 200-person cap.

REQUESTS THAT WILL NOT BE APPROVED

The following ICW requests are not permitted:

- Meetings scheduled outside approved ICW times for groups of 20 or more (except exhibitor staff meetings).
- Medical education or training of any kind (CME or non-CME, formal or informal).
- Product presentations or scientific data presentations.

AES provides alternative official opportunities for these activities (e.g., satellite symposia, product theaters, scientific exhibits).

Organizations will be notified within 5-7 business days if a request is not approved.

APPROVED ICW SCHEDULING TIMES

All ICWs impacting Annual Meeting attendees require approval, regardless of venue.

- ICWs for 20 or fewer participants and exhibitor staff meetings may occur outside standard times.
- All other ICWs must adhere to the official daily time windows below.

Thursday, December 3	Friday, December 4	Saturday, December 5	Sunday, December 6	Monday, December 7	Tuesday, December 8
7:00 AM - 12:00 PM	7:00 - 8:30 AM	7:00 - 8:30 AM	7:00 - 8:30 AM	7:00 - 8:30 AM	7:00 - 8:30 AM
12:00 - 6:00 PM	N/A	12:00 - 6:00 PM	N/A	12:00 - 6:00 PM	11:30 - 6:00 PM
6:00 - 10:00 PM	6:00 - 10:00 PM	6:00 - 10:00 PM	5:30 - 10:00 PM	6:00 - 10:00 PM	6:00 - 10:00 PM

APPLICATION PROCESS AND FEES

Application Rules

- Applications are submitted online.
- Fees are non-refundable once AES confirms it can accommodate the request.
- Payment is due at the time of application.
- Applications will not be accepted after Friday, November 6, 2026.
- Cancellations after hotel assignment may result in additional charges.

Administrative Fees (Per Room / Per Day)

Fees increase for late submissions (Oct 31–Nov 6).

UNIVERSITIES & NONPROFITS

Up to 4 hours: \$250

Late: \$375

4–8 hours: \$400

Late: \$600

ANNUAL MEETING EXHIBITORS

Up to 4 hours: \$400

Late: \$600

4–8 hours: \$550

Late: \$825

NON-EXHIBITING COMPANIES

Up to 4 hours: \$800

Late: \$1,200

4–8 hours: \$1,100

Late: \$1,650

WHERE ICWS MAY BE HELD

On-site Meeting (AES-Contracted Space)

- Limited space is available at the AES Headquarters Hotel, Hyatt Regency Denver at Colorado Convention Center and Colorado Convention Center.
- If space is unavailable, AES may assign space at another AES-contracted hotel.
- All assignments are made exclusively by AES.

Off-Site Meetings

- Events held outside AES-contracted hotels or venues require an off-site approval form.
- Off-site ICWs:
 - Must follow all ICW guidelines
 - Do not incur an administrative fee
 - Must disclose the event location during application
 - Find their event venue on own and is not an AES contracted hotel or venue.

ADDITIONAL COSTS AND SERVICES

- Organizations contract directly with hotels and approved vendors.
- Food & Beverage and Audio Visual must be purchased separately and the need for these items must be indicated during application.
- Food and Beverage must be ordered directly with the venue.
- AES's official AV provider, IMS Technology Services, will coordinate AV services and billing.

AES Official AV Provider:



- Contact: Jon Little, jlittle@imsts.com
- Office: 610-361-1870 ext. - x1104

AFTER APPROVAL

- AES will contact applicants only if clarification is needed.
- If no denial is issued within 5-7 business days, the ICW is considered approved.
- Hotels will begin outreach regarding meeting space assignments in October.
- Organizers must review and sign a Banquet Event Order (BEO) by the hotel deadline.
- Final room assignments are issued by mid-November and may change prior to that time.

PROMOTION AND SIGNAGE RULES

- ICWs cannot imply AES endorsement or official status.
- AES name and logo may not be used in promotional materials or URLs.

All marketing materials must include:

Not an official event of the 2026 AES Annual Meeting. Not sponsored or endorsed by AES.

On-site Material Distribution is limited to:

- Contracted exhibit booths
- The entrance of the ICW event

Signage:

- May be placed no earlier than one hour before the event and outside of meeting room only
- Must be removed immediately after the event concludes
- Is not permitted in convention center or hotel lobbies

AES may remove non-compliant signage at any time.

COMPLIANCE AND OVERSIGHT

- AES monitors adherence to all ICW policies.
- Organizations are responsible for compliance with applicable laws and regulations, including Open Payments / Sunshine Act requirements.