

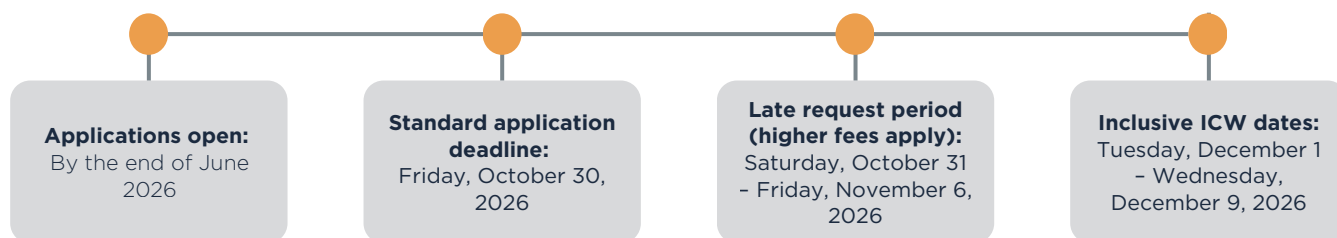
Organizations, corporations, educational institutions, individuals, and other entities wishing to hold a meeting or event anywhere in the Atlanta area that is related to epilepsy and/or includes 2026 AES Annual Meeting attendees must comply with AES In Conjunction With (ICW) Meeting guidelines.

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.

KEY DATES



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.

Questions?

- Email: meetingspace@aesnet.org
- Phone: 312-883-3800

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

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WHERE ICWS MAY BE HELD

On-site Meeting (AES-Contracted Space)	Off-Site Meetings
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Events held outside AES-contracted hotels or venues require an off-site approval form.Off-site ICWs:<ul style="list-style-type: none">Must follow all ICW guidelinesDo not incur an administrative feeMust disclose the event location during applicationFind 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.

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