M&M 2013 – Guidelines for Vendor-Sponsored Workshops
April 2013

1. M&M does not provide space for vendor-sponsored workshops. They must be contracted by the individual exhibitor directly with the venue. Use of meeting rooms in nearby hotels, rather than the convention center, is strongly encouraged.

2. The use of meeting rooms in the convention center is discouraged. This is to avoid confusion with official meeting events. If you wish to hold your event in the convention center, you must book directly with the convention center sales staff, and the location must be approved by the M&M meeting manager.

3. Booking a vendor-sponsored workshop in an offsite venue also avoids situations in which a vendor has a “by invitation only” workshop, and other meeting attendees walk by the room believing it is a part of the meeting program, and perhaps being turned away. It also seeks to minimize a situation in which a competing vendor (innocently or otherwise) sends an observer to listen in.

4. No vendor-sponsored workshop/tutorial/public lecture/seminar etc. may be scheduled to compete with any official M&M events, including: symposia, workshops, award ceremonies, poster presentations.

5. Available times for vendor workshops:
   M-F: Before 8:30 AM
   12:00-1:30 PM
   After 5:30 PM
   Sat & Sun: All times are available

6. Vendors are encouraged not to topically compete with Sunday Short Courses and/or any Pre-Meeting Congress or Workshop. If a vendor workshop is held on Sat/Sun and it is a different topical area this is NOT considered a conflict.

7. M&M does not advertise or take reservations for any vendor hosted events. All arrangements and costs associated with the event, including signage, audio-visual, internet, food & beverage, etc. is the responsibility of the vendor. A vendor may use their own booth space to take reservations or to advertise for these events.

Questions? Contact the Meeting Manager at meetingmanager@microscopy.org.