

AMERICAN ACADEMY
OF OPHTHALMOLOGY®



AAO 2023 CELEBRATE

Where All of Ophthalmology Meets®

Nov. 3 – 6
Moscone Center, San Francisco

Exhibitor Hotel Reservation Information

Important Dates

Wednesday, May 17

Exhibitor Block Request Form due for companies who were notified by the Academy that they have large room blocks.

Tuesday, June 6

Hotel assignments will be distributed to those who book large room blocks.

Wednesday, June 7

Hotel reservations open online.

Wednesday, Sept. 20

Deadline to submit rooming lists. After this date, name and date changes may not be possible.

Wednesday, Oct. 4

Deposits are refundable if canceled by this date.

Friday, Nov. 3 and
Saturday, Nov. 4

Subspecialty Day

Friday, Nov. 3 through
Monday, Nov. 6

AAO 2023

Saturday, Nov. 4 through
Monday, Nov. 6

Expo Open



General Information

- A portion of the contracted hotel rooms in each hotel are for exhibitor assignment.
- For hotel reservations during pre- and post-meeting activities, Subspecialty Day, and AAO 2023, between **Monday, Oct. 30** through **Wednesday, Nov. 8**, exhibitors must secure rooms at official hotels through the Academy's hotel reservation provider, Expovision. If the exhibiting company fails to do this, the company will be penalized priority points.
- Hotel reservations are for **company employees only** and are not for use by physicians or health care professionals. Exhibitors are allocated a number of sleeping rooms based on the booth size they secured for AAO 2023. The same calculation is used for the number of complimentary exhibitor badges they may have for employees to staff the booth or attend the meeting.
- **Securing a block of hotel rooms for your company is a benefit of exhibiting. Should you cancel your exhibit booth, you will also be required to cancel your hotel rooms.**
- Expovision issues all confirmations. Hotels will not issue confirmations.
- Exhibitors who book their entire room block through Expovision and utilize 95 percent or more of their initial room block will receive two bonus priority points.
- Hotel rates include a fee to partially defray shuttle costs.
- Expovision will use the 'official contractor designation' when contacting exhibiting companies.

Online Hotel Room Selection

- Opens **Wednesday, June 7**, the Hotel Reservation task in the Exhibitor Portal will have the link to reserve hotel rooms.
- Make your own hotel selections based on availability.
- A **credit card** is required for a deposit guarantee.
- The maximum number of rooms booked online is 19 rooms. If you need to book more than 20 rooms, email aaohotels@expovision.com for an Exhibitor Hotel Reservation Application.

We need your help to stop fraud!

When booking hotels for your stay, **you may encounter fraudulent companies impersonating the Academy or falsely suggesting a relationship with the Academy.** The organizations might contact you directly via email, or you might find them on the Internet. **The Academy's only official hotel reservation provider is Expovision.** If exhibiting companies' book through another hotel reservation company soliciting their business, rooms may not actually be secured when representatives arrive to check-in.

If you believe you may have been the attempted or actual victim of registration or hotel fraud, please report your experience to the Academy. Email the following information to meetingfraud@aao.org:

- URL of fraudulent website or email address of fraudulent email.
- Text of website or email.
- Additional details.
- Include as attachments pictures of the website, the actual email chain with the fraudulent company, and any invoices or other attachments sent by the fraudulent company.

Large Room Blocks

- **You will be notified** by the Academy if you actualized 20 or more rooms on peak night in 2021 and/or 2022.
- **New!** If notified, you must submit the online **Exhibitor Block Request Form located in the Exhibitor Portal** by **Wednesday, May 17**.
- Hotel room assignments will be determined by:
 - the date your application is received.
 - your company's accrued priority points.
 - room block history.
- If your hotel choices are not available, you will receive assignments based on your preferences.
- Confirmations will be sent by email no later than **Tuesday, June 6**.

Room Block

- If you used the Academy's Hotel Reservation Service to secure blocks of ten or more rooms for AAO 2021 or AAO 2022 and would like a copy of your room block history, please contact aaohotels@expovision.com.
- **Please note AAO 2023 will close on Monday at 3:30 p.m.**
- If your total room quantity or the arrival/departure pattern differ significantly from your history, Expovision will contact you, and you may be required to sign a Room Commitment Agreement.

Hospitality Suite Requests

- Hospitality suites will not be available to book online.
- Requests can be made by completing the online Exhibitor Block Request Form and adding a note or emailing details to aaohotels@expovision.com.
- An alternative to using suite space for meetings is to secure Hotel Meeting Space online at aao.org/meeting_space.

Rooming Lists, Changes, and Cancellations

- Occupant names and dates are due by **Wednesday, Sept 20**. All unassigned rooms are released from

group blocks after this date. Requests for new rooms after this date are subject to availability.

- Changes and cancellations must be made directly with Expovision. Make every attempt to submit your changes and cancellations by **Sept. 20**.
- **After Sept. 20, published convention rates may not be available, and hotels may not accept changes of any kind (name, date, deposit information, etc.).**
- Hotels are under no obligation to honor reservations made under a false name or the company's name.
- Submit rooming lists online or through the Planner Portal for 20 or more rooms.

Hotel Deposit

- All reservations require one night's room and tax (currently 16.45%; subject to change).
- Reservations will not be processed without a deposit.
- Credit cards will be charged for deposits immediately at the time the reservation is booked. Credit card deposits may not be charged to a different card after the initial charge has been processed.
- All deposits will appear on the hotel room account upon check-in.
- Although all reservations are guaranteed for late arrival, arrival dates are firm. Failure to check in on the scheduled date of arrival will result in loss of the deposit and cancellation of the room for the remainder of the stay.
- **Deposits are refundable if cancelled by Wednesday, Oct. 4.**

Early Checkout Fee

- Representatives who leave prior to their scheduled departure dates will be charged early departure fees by the hotel.
- Make sure all departure dates are correct prior to traveling.
- Once your representatives are at the hotel, have them confirm their departure date at check-in.

Expo Schedule AAO 2023

Registration: Moscone South Lobby

Expo: North, South and West

| | Exhibitor Registration | Exhibit Installation | Exhibit Hours | Exhibit Dismantle |
|--------------------------|------------------------|------------------------|-------------------------|---------------------------|
| Wednesday, Nov. 1 | 7:30 a.m. – 6:00 p.m. | 7:30 a.m. – 7:00 p.m. | | |
| Thursday, Nov. 2 | 7:30 a.m. – 6:00 p.m. | 7:30 a.m. – 7:00 p.m. | | |
| Friday, Nov. 3 | 6:30 a.m. – 6:00 p.m. | 7:30 a.m. – 7:00 p.m.* | | |
| Saturday, Nov. 4 | 6:30 a.m. – 5:00 p.m. | | 9:00 a.m. – 5:00 p.m. | |
| Sunday, Nov. 5 | 7:30 a.m. – 5:00 p.m. | | 9:00 a.m. – 5:00 p.m. | |
| Monday, Nov. 6 | 7:30 a.m. – 3:30 p.m. | | 9:00 a.m. – 3:30 p.m.** | 3:30 p.m. – 10:00 p.m.*** |
| Tuesday, Nov. 7 | | | | 8:00 a.m. – 5:00 p.m. |
| Wednesday, Nov. 8 | | | | 8:00 a.m. – 12:00 p.m. |

* Approval to work past 7 p.m., Friday, Nov. 3 must be obtained from show management prior to 3 p.m. that day. There are no in and out privileges after 7 p.m.

** Expo closes Monday, Nov. 6 at 3:30 p.m. It will take approximately 5 – 6 hours for the empty crates to return. Cartons and cases will be returned first. Plan your booth dismantle and travel schedule appropriately. Plan to return on Tuesday, Nov. 7, to finalize your outbound details.

*** On Monday, Nov. 6 exhibit dismantle ends for the day at 10 p.m. with no in and out privileges after 7 p.m. An exhibitor may make a request to work until midnight by contacting show management prior to 3 p.m. that day.

Expovision Contact Information

Expovision

13800 Coppermine Rd.
Suite 239
Herndon, VA 20171

Tel. 866.774.0487
(toll-free for Domestic and International)
Fax 703.205.0235

Email
aaohotels@expovision.com

Expovision hours are
8:30 a.m. – 5:30 p.m.
Eastern time

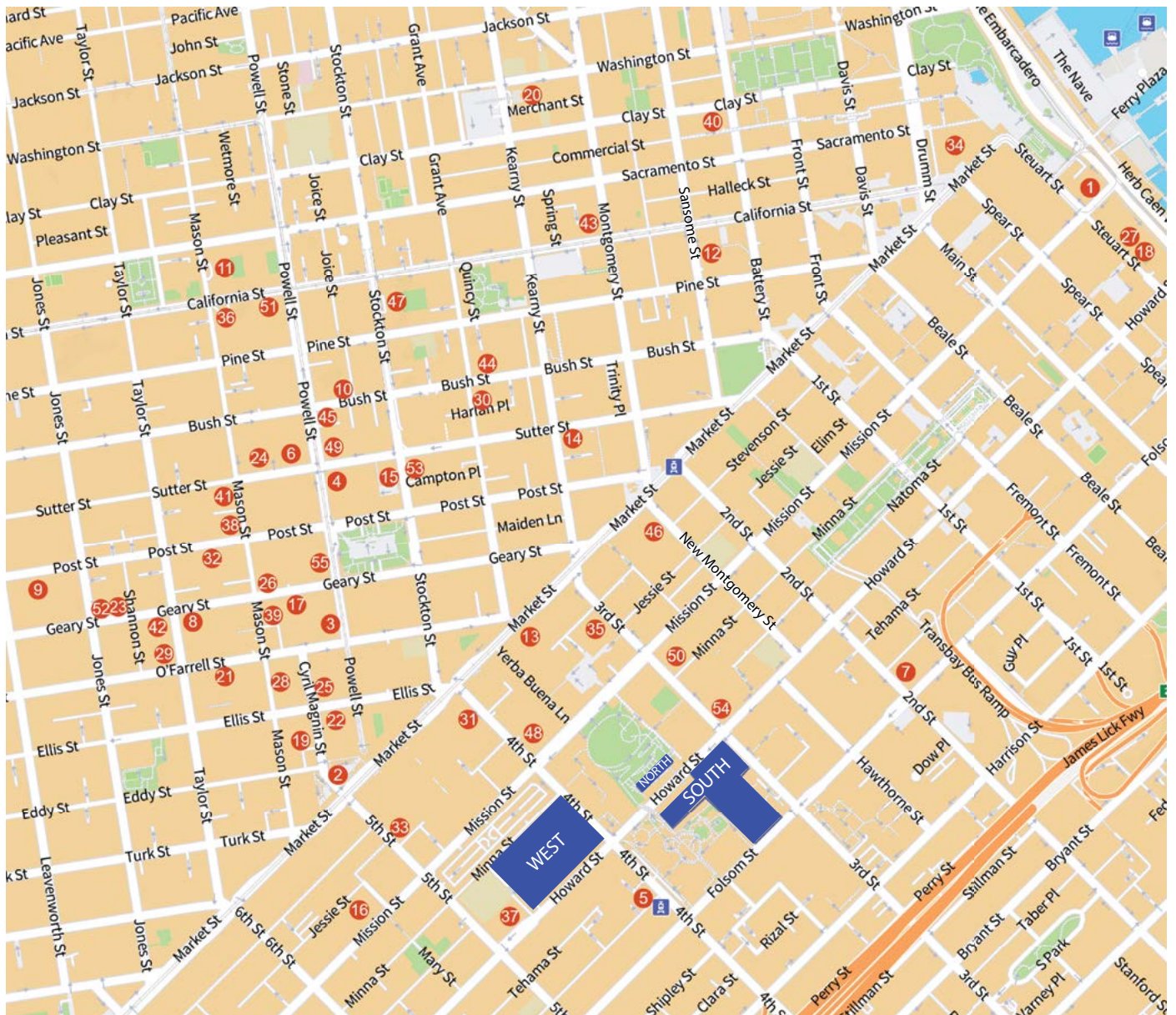
Academy Exhibitions Team Contact Information

American Academy of Ophthalmology

655 Beach St.
San Francisco, CA 94109

Tel. 415.447.0365
Email exhibitions@aao.org

AAO 2023 Exhibitor Hotel Reservation Information



Hotel Key

- | | | |
|---|--|--|
| 1 Hotel San Francisco | 20 Hilton San Francisco Financial District | 39 King George Hotel |
| 2 Axiom Hotel | 21 Hilton San Francisco Union Square | 40 Le Meridien San Francisco |
| 3 Barnes San Francisco Union Square | 22 Hotel AbRi | 41 Marines' Memorial Club/Hotel |
| 4 Beacon Grand, a Union Square Hotel | 23 Hotel Adagio, Autograph Collection | 42 Marker San Francisco |
| 5 Canopy by Hilton San Francisco SoMa | 24 Hotel Emblem | 43 Omni San Francisco Hotel |
| 6 Cartwright Union Square | 25 Hotel Fusion | 44 Orchard Garden Hotel |
| 7 Clancy San Francisco, Autograph Collection | 26 Hotel G San Francisco | 45 Orchard Hotel |
| 8 Clift Royal Sonesta Hotel | 27 Hotel Griffon | 46 Palace Hotel, A Luxury Collection Hotel |
| 9 Courtyard San Francisco Union Square | 28 Hotel Nikko San Francisco | 47 Ritz-Carlton, San Francisco |
| 10 Executive Hotel Vintage Court | 29 Hotel Spero | 48 San Francisco Marriott Marquis |
| 11 Fairmont San Francisco | 30 Hotel Triton | 49 San Francisco Marriott Union Square |
| 12 Four Seasons Hotel at Embarcadero | 31 Hotel Zelos | 50 St. Regis |
| 13 Four Seasons Hotel San Francisco | 32 Hotel Zeppelin | 51 Stanford Court Hotel |
| 14 Galleria Park Hotel | 33 Hotel Zetta | 52 Staypineapple Union Square San Francisco |
| 15 Grand Hyatt San Francisco | 34 Hyatt Regency San Francisco | 53 Taj Campton Place |
| 16 Hampton Inn San Francisco Downtown/Convention Center | 35 Hyatt Regency San Francisco Downtown SOMA | 54 W San Francisco |
| 17 Handlery Union Square, San Francisco | 36 InterContinental Mark Hopkins Hotel San Francisco | 55 Westin St. Francis, San Francisco on Union Square |
| 18 Harbor Court Hotel | 37 InterContinental San Francisco | |
| 19 Hilton Parc 55 San Francisco | 38 JW Marriott | |

Official Hotels

| Map # | Hotel | Single/Double Starts at* | Suites Start at* | Comp Breakfast | Approx. Distance |
|-------|---|--------------------------|------------------|----------------|------------------|
| 1 | 1 Hotel San Francisco | \$442 | | | .9 mile |
| 2 | Axiom Hotel SOLD OUT | \$345 | | | .5 mile |
| 3 | Barnes San Francisco Union Square | \$367 | | | .5 mile |
| 4 | Beacon Grand, a Union Square Hotel | \$389 | | | .7 mile |
| 5 | Canopy by Hilton San Francisco SoMa SOLD OUT | \$459 | | | .2 mile |
| 6 | Cartwright Union Square | \$259 | | | .7 mile |
| 7 | Clancy San Francisco, Autograph Collection SOLD OUT Standard Premium | \$357 \$445 | | | .4 mile |
| 8 | Clift Royal Sonesta Hotel | \$291 | \$391 | | .8 mile |
| 9 | Courtyard San Francisco Union Square SOLD OUT | \$317 | | | 1.0 mile |
| 10 | Executive Hotel Vintage Court | \$367 | | | .8 mile |
| 11 | Fairmont San Francisco Main Tower | \$355 \$435 | | | .9 mile |
| 12 | Four Seasons Hotel at Embarcadero | \$599 | | | .7 mile |
| 13 | Four Seasons Hotel San Francisco SOLD OUT | \$561 | | | .3 mile |
| 14 | Galleria Park Hotel | \$379 | | | .5 mile |
| 15 | Grand Hyatt San Francisco Standard View | \$397 \$443 | \$763 | | .6 mile |
| 16 | Hampton Inn San Francisco Downtown/ Convention Center SOLD OUT | \$389 | | ● | .5 mile |
| 17 | Handlery Union Square, San Francisco Historic Premier | \$286 \$316 | | | .6 mile |
| 18 | Harbor Court Hotel | \$319 | | | .8 mile |
| 19 | Hilton Parc 55 San Francisco SOLD OUT Standard Deluxe | \$357 \$405 | \$567 | | .6 mile |
| 20 | Hilton San Francisco Financial District Standard View | \$269 \$289 | | | .9 mile |

Official Hotels

| Map # | Hotel | Single/Double Starts at* | Suites Start at* | Comp Breakfast | Approx. Distance |
|-------|---|--------------------------|------------------|----------------|------------------|
| 21 | Hilton San Francisco Union Square Standard Deluxe | \$357 \$405 | \$567 | | .6 mile |
| 22 | Hotel AbRi | \$319 | | | .5 mile |
| 23 | Hotel Adagio, Autograph Collection SOLD OUT | \$379 | | | .9 mile |
| 24 | Hotel Emblem | \$402 | | | .8 mile |
| 25 | Hotel Fusion SOLD OUT | \$259 | | | .5 mile |
| 26 | Hotel G San Francisco | \$319 | | | .7 mile |
| 27 | Hotel Griffon | \$349 | | | .8 mile |
| 28 | Hotel Nikko San Francisco SOLD OUT | \$369 | | | .5 mile |
| 29 | Hotel Spero | \$378 | | | .7 mile |
| 30 | Hotel Triton | \$279 | | | .6 mile |
| 31 | Hotel Zelos SOLD OUT | \$419 | | | .3 mile |
| 32 | Hotel Zeppelin | \$329 | | | .8 mile |
| 33 | Hotel Zetta SOLD OUT | \$402 | | | .4 mile |
| 34 | Hyatt Regency San Francisco | \$339 | \$439 | | 1.1 miles |
| 35 | Hyatt Regency San Francisco Downtown SOMA Traditional Deluxe SOLD OUT | \$377 \$439 | | | .3 mile |
| 36 | InterContinental Mark Hopkins Hotel San Francisco | \$359 | | | 1 mile |
| 37 | InterContinental San Francisco SOLD OUT | \$401 | \$530 | | .2 mile |
| 38 | JW Marriott SOLD OUT Standard City View | \$389 \$505 | | | .8 mile |
| 39 | King George Hotel | \$295 | | | .6 mile |
| 40 | Le Meridien San Francisco SOLD OUT | \$349 | \$369 | | .9 mile |
| 41 | Marines' Memorial Club/Hotel | \$308 | | ● | .8 mile |
| 42 | Marker San Francisco SOLD OUT | \$299 | | | .8 mile |
| 43 | Omni San Francisco Hotel | \$387 | | | .7 mile |
| 44 | Orchard Garden Hotel | \$380 | | | .6 mile |
| 45 | Orchard Hotel | \$368 | | | .8 mile |

Official Hotels

| Map # | Hotel | Single/Double Starts at* | Suites Start at* | Comp Breakfast | Approx. Distance |
|-------|---|--------------------------|------------------|----------------|------------------|
| 46 | Palace Hotel, A Luxury Collection Hotel SOLD OUT | \$447 | \$1,122 | | .4 mile |
| 47 | Ritz-Carlton, San Francisco | \$410 | | | .8 mile |
| 48 | San Francisco Marriott Marquis SOLD OUT Standard City View | \$379 \$424 | | | .2 mile |
| 49 | San Francisco Marriott Union Square SOLD OUT | \$367 | | | .7 mile |
| 50 | St. Regis SOLD OUT | \$540 | \$1,205 | | .2 mile |
| 51 | Stanford Court Hotel | \$385 | | | .9 mile |
| 52 | Staypineapple Union Square San Francisco | \$390 | | | .8 mile |
| 53 | Taj Campton Place | \$495 | | | .6 mile |
| 54 | W San Francisco SOLD OUT | \$406 | \$2,576 | | .1 mile |
| 55 | Westin St. Francis, San Francisco on Union Square SOLD OUT | \$397 | \$858 | | .6 mile |