

The Academy has reserved hotel meeting space at the following hotels from Thursday, Sept. 29 through Monday, Oct. 3, for use by exhibitors who have purchased exhibit space and wish to hold functions prior to or during AAO 2022:

- Blackstone Hotel, Autograph Collect
- Chicago Marriott Downtown Magnificent Mile
- Fairmont Chicago Millenium Park
- Hilton Chicago
- Hyatt Regency Chicago
- Hyatt Regency McCormick Place
- InterContinental Magnificent Mile
- Loews Chicago Hotel
- Marriott Marquis Chicago McCormick Place
- Peninsula Chicago
- Radisson Blu Aqua Hotel, Chicago
- Renaissance Chicago Downtown Hotel
- Swissôtel Chicago
- Westin Chicago River North
- Westin Michigan Avenue Chicago

All meeting space at official Academy hotels must be reserved through the Academy. It is a violation of Academy regulations to reserve space directly at official Academy meeting space hotels and will result in a loss of priority points.

Hotel Meeting Space Hours

Exhibitors may not plan, be part of, or encourage AAO 2022 attendee participation in any scientific, technical, informational, or other meeting, seminar, event, function, or gathering during meeting hours. You may hold your event during the hours listed below:

Date	Morning	Evening
Thursday, Sept. 29	Any time	Any time
Friday, Sept. 30	Any time	Any time
Saturday, Oct. 1	End by 8:00 a.m.	After 5:30 p.m.
Sunday, Oct. 2	End by 8:00 a.m.	After 5:30 p.m.
Monday, Oct. 3	End by 8:00 a.m.	After 5:30 p.m.

Note: 24-hour room holds will not be allowed.

Hotel Meeting Space Fees

Exhibitors must request space online by providing details on meeting space requirements, contact information and payment. Space is assigned on a first-come basis. Request space online at aao.org/meetingspace.

Companies requesting hotel meeting space will be charged the following fees:

- March 2 - July 27: \$275
- After July 27: \$375

There is a \$100 change fee for changes to assigned events, including date and time changes. Payments may be made by credit card only.

After Your Space is Assigned

- A confirmation will be sent within ten (10) business days of receipt of your request that will contain the event location and contact information for the hotel.
- You must contract with the assigned hotel within three weeks of assignment. Otherwise, your meeting is subject to cancellation. Food and beverage minimums will apply.
- You will work directly with the hotel to set up billing and select menus.
- If you cancel your meeting, you may be liable to pay cancellation fees to the hotel.
- You are allowed one sign at the entrance of your meeting.

- Make sure that your promotional materials do not imply that your meeting is endorsed by the Academy or is related to the official AAO 2022 program. Before preparing promotional materials for the event, carefully review the Marketing section of the Exhibit Prospectus for guidelines on how these events may be publicized.
- Exhibitors may not use the official shuttle bus routes to transport attendees to any offsite function unless they have notified the Academy of this intention and have paid for the additional vehicles to supplement the route, if available. Exhibitors may work with the official shuttle bus service provider, Kushner & Associates, to make arrangements for their own transportation needs. Contact exhibitions@aao.org for instructions.
- All time and/or date changes should be made directly with the Academy's Meeting Services Specialist, Alex Keane. Do not make these changes directly with the hotel.

Third Parties

An exhibitor who engages the services of an outside management firm to handle exhibit details and logistics, meeting and events must complete a Third Party Authorization Form, identifying the firm who will work on its behalf. The company you designate in this capacity must meet all deadlines.

The form is available on the Checklist in the Exhibitor Portal.

The third-party company representative may make a Request for Third Party Authorization by completing the form posted on aao.org/meetingspace and submitting it to exhibitions@aao.org.

Questions?

- Contact Alex Keane, Meeting Services Specialist
- Email: akeane@aao.org

Hotel Reservations

The Academy has contracted hotel sleeping rooms at over fifty Chicago hotels for AAO 2022. Hotels included in the Academy's block are considered official hotels. A portion of the contracted sleeping rooms in each hotel are for exhibitor assignment.

Exhibitors are required to secure all guest rooms at official Academy hotels through the Academy's official hotel reservation provider, Expovision.

Exhibitor hotel reservations will open in two tiers:

- Advance Exhibitors
 - You will be notified by the Academy that your rooms will be processed as an Advance Exhibitor if:
 - Your company actualized 20 or more rooms on peak night at AAO 2019 and/or AAO 2021
 - Your company is in the top 50 companies in priority points
 - If notified, you must submit an Exhibitor Hotel Reservation Application to Expovision by Wednesday, May 11.
 - You will not be able to book your hotel reservations online.
 - 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 Tuesday, May 31.

- Online Hotel Room Selection
 - Opens Wednesday, June 1, the Hotel Reservation task in the Exhibitor Portal will have the link to reserve hotel rooms.
 - Make your own hotel selections based on availability.
 - Deposits must be submitted with a credit card.
 - Maximum number of rooms booked online is 19 rooms. If you need to book 20 or more rooms, email aaohotels@expovision.com for an Exhibitor Hotel Reservation Application.
- All reservations require a credit card guarantee or check deposit equal to the arrival night's room rate plus tax.
- Exhibitor guest room blocks are for exhibiting company personnel only. They may not be used for physician attendees.
- Exhibitors are allocated a number of sleeping rooms based on the booth size they have secured for AAO 2022. 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. New! You must cancel your hotel rooms reservations directly with the hotel if you cancel participation in the Expo.
- Occupant names and dates are due by the hotel cutoff date of Aug. 24. Failure to do so may result in reservation cancellation.
- Changes and cancellations must be made directly with Expovision. Make every attempt to submit your changes and cancellations by Wednesday, Aug. 24.
- Expovision is the official housing company of the Academy. If you book through another housing company that solicits your business, rooms may not actually be secured when representatives arrive to check-in. **Look for the Academy's Official Contractor designation on promotional information you receive in your email inbox.**
- For hotel reservations during pre- and post-meeting activities, Subspecialty Day, and AAO 2022, between Monday, Sept. 26 through Wednesday, Oct. 5, 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.
- Exhibitors who utilize ninety-five percent (95%) or more of their initial reserved hotel block through the Academy's official hotel reservation provider will receive two (2) priority points.

