



Affiliate Function Space Guidelines

Deadline: November 10, 2023

It is the affiliate group’s responsibility to distribute these guidelines to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The affiliate groups requesting space are responsible for the actions of their employees and/or agents and will be expected to follow all rules and guidelines outlined below. Affiliate meetings may be conducted in conjunction with the RSNA annual meeting under the following guidelines and with the approval of RSNA.

1. Affiliates are defined as medical associations, institutions, hospitals and private practices. These organizations may request function space at any of the RSNA contracted hotels or at McCormick Place for the purpose of social events and committee meetings only. Requests for space will be reviewed annually and shall be considered on a first-come, first-served basis. Non-affiliate organizations are not eligible to utilize function space.
2. RSNA exhibitors must fill out the [RSNA 2023 Exhibitor Function Space Request Form](#). Non-RSNA exhibitors should inquire about exhibit space, meeting suites or non-RSNA Satellite Symposiums. Recruiting activities should take place in the Technical Exhibits halls in Recruiters Row or other booth spaces.
3. Space will not be provided within McCormick Place or RSNA contracted hotels to affiliates for the presentation of educational symposia, other scientific program activities, or recruiting.
4. To maximize attendance during the scientific program and your meeting, RSNA encourages meetings to be held during the following times:

Sunday, November 26	Before 8:30 a.m. 11:45 a.m.–12:45 p.m. After 6 p.m.
Monday, November 27– Wednesday, November 29	Before 7:30 a.m. 12:15–1:15 p.m. After 6 p.m.
Thursday, November 30	Before 7:30 a.m. 12:15–1:15 p.m. After 4:30 p.m.
5. Commercial interests are not considered affiliates and must exhibit at the annual meeting in order to rent function space.
6. To participate as an affiliate, a representative from your organization must be registered for the RSNA annual meeting.
7. Groups occupying space in McCormick Place or RSNA contracted hotels must provide appropriate staff to coordinate all such activities.
8. Any and all charges for services levied by the convention center, hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the function. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.
9. The health and safety of our attendees and personnel remain our top priority. RSNA will follow recommendations issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and state and local health authorities. If any requirements are implemented to adhere to these guidelines, the appropriate guideline will be modified. Each company will be notified in writing of the modification.
10. Transportation to and from the function cannot start prior to or end after the designated times. Transportation from McCormick Place ends at 6:15 p.m. from Sunday through Wednesday and 5 p.m. on Thursday.
11. Any organization planning to have buses drop off or pick up passengers at McCormick Place must notify RPMs, RSNA’s official shuttle bus provider, by sending an email to rsnatransportation@rhodeplanning.com as we will need to provide specific instructions in advance of arriving at McCormick Place.
12. Functions found to be in violation of these guidelines shall be immediately discontinued. The affiliate group waives any rights to claims of damages arising out of the enforcement of these guidelines.

FOR ADDITIONAL INFORMATION, CONTACT:

RSNA Meeting Services
meetingservices@rsna.org

All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time by RSNA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.

The affiliate group shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys’ fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.