

## Unofficial Events

Unofficial events may be held from 12 PM Friday until 10 AM Tuesday with the exception of the following times\*:

Saturday, September 15 ..... 7:00 AM - 10:00 AM & 4:00 PM - 8:00 PM  
 Sunday, September 16..... 6:45 AM - 10:00 AM & 5:30 PM - 7:00 PM  
 Monday, September 17 ..... 7:00 AM - 8:30 AM

Questions:

Contact Gudrun Echterhoff (HFSA Conference Organizer)  
 E-mail: gudrun@global-mtgs.com

Unofficial events held during sessions are approved or denied on a case by case basis. Factors considered are # of expected attendees, official sessions occurring during proposed time, and the type of meeting to be held. A list of invitees is required and will be reviewed as part of the approval process. Faculty conflicts or meetings that invite more than 30 attendees during sessions will be denied.

To avoid any confusion for individuals invited to participate in these unofficial events, please include the following paragraph in a visible area on the invitation:

*“Although assignment of space to hold this unofficial event has been approved by the HFSA, the event has been planned and paid for by the organizer. This event is not affiliated with HFSA, and HFSA has no responsibility for or liability with respect to the content or conduct of this unofficial event.”*

**Advisory Boards/Focus Groups/Market Research Meetings:** Meetings (usually less than 50 participants) that target a specific group of attendees to discuss/obtain specific data.

**Committee Meetings:** Small meetings that are not sponsored by industry. Committee may be held by task forces, universities or non-profit organizations.

## Cost to Reserve Space

**Cost to reserve space (per meeting, per day):**  \$400 (Exhibitors)  \$800 (Non-Exhibitors)  \$150 (Academic/Government)

Payments may be paid with Visa, MasterCard, American Express, check or money order (drawn on US banks only). Checks or money orders are payable to: Heart Failure Society of America and must accompany this form (mail to the address on back cover). If paying by credit card, return completed form by fax (301) 798-7794. No refunds for any reason, including cancellation of event. Payment will be processed after review and approval by HFSA. Additional hotel fees may apply.

<b>Account Number:</b>	<b>Expiration Date:</b>
<b>Name of Card Holder:</b>	<b>Signature of Cardholder:</b>
<b>Name of Event:</b>	<b>Proposed Date of Event:</b>
<b>Event financially supported by:</b>	
<b>Contact Person:</b>	<b>Company:</b>
<b>Address:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	

**Type of Event:**  Advisory Board Meeting  Focus Group  Investigator Meeting  Staff Meeting  Marketing  Committee Meeting  
 Hospitality Meeting  Media Event  Slide Review

**Location of Event:**  Gaylord Opryland Hotel and Convention Center, Nashville, TN

We agree to hold our unofficial event at the date and time as identified above. Any changes will require reconsideration by the HFSA.

**Brief Description of Event:**

<b>Number of Attendees Expected:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Authorized Signature:</b>	<b>Date:</b>	

Approve Date: \_\_\_\_\_  Not Approved Date: \_\_\_\_\_