

**AMERICAN COLLEGE OF SURGEONS  
CONVENTION AND MEETINGS  
Annual Clinical Congress – September 26-29, 2026 – Washington, DC**

**GUIDELINES FOR ANCILLARY EVENTS**

*These Guidelines for Ancillary Events pertain to social and/or other events that are planned by organizations meeting in conjunction with the ACS Clinical Congress. Exhibiting companies requesting space for an Exhibitor Event or internal business meetings, please contact Kate Poetker, Exhibits Manager, at 312-202-5210 or [kpoetker@facs.org](mailto:kpoetker@facs.org) for the appropriate details. Important Notes: Only registered exhibitors may host exhibitor events at Clinical Congress. No CME Credit can be given at any Exhibitor Event.*

**ACS CLINICAL CONGRESS HOURS & EVENT RESTRICTIONS/POLICIES:**

- a. **The Annual Clinical Congress commences on Saturday, September 26, 2026, at 8:00am and adjourns on Tuesday, September 29, 2026 at 3:30pm.** Between these periods, organizations cannot conduct educational activities that would compete or otherwise interfere with the educational programming of the ACS Clinical Congress without approval by the ACS. Ancillary events cannot be held during the times below due to ACS Education:
  - Sunday, September 27, 8am-5:45pm
  - Monday, September 28, 8am-5:45pm
  - Tuesday, September 29, 8am-3:30pm
- b. **Organizations meeting in conjunction with the ACS cannot have commercial exhibits as part of their ancillary event that would directly compete with the official hours of the Annual Clinical Congress.** Solicitation for commercial support for ancillary events from ACS exhibiting companies is prohibited without approval from the ACS.
- c. Events that are held at other venues (i.e. museums, banquet halls, etc.) must be approved by ACS but reserved/contracted directly by the sponsoring organization.
- d. Ancillary events are considered events with restricted participation that are organized for business or social purposes by sanctioned organizations related to the ACS.
- e. In order to attend ACS functions and exhibit hall, you must register for ACS Clinical Congress. ACS Clinical Congress registration opens mid-April. Any non-official badge or ancillary badge will not gain you access into ACS functions. Click [here](#) for more information and to register.

**SPACE REQUEST PROCEDURES:**

- a. All requests for meeting and social functions at participating hotels will be handled through the ACS Convention Office. Requests made directly with hotels will only delay confirmation of a function and may result in cancellation if in violation of the Guidelines.
- b. The [Ancillary Meeting Request Form link](#) to reserve meeting space is available for ancillary groups requesting to host a meeting/social event at all participating hotels in the ACS Housing Block. All information is \* are required fields and will need to be completed before assignment of space.
- c. ACS will assign your meeting room and send an introduction email to the contact person at the hotel and your contact person. Initial assignments and confirmation letters will be sent to all by late-June 2026. Requests after this date will be sent as quickly as possible. Space assignments is solely based on the information provided from your submission and is based on space availability.
- d. Due to the number of conflicting requests received, preferred *and* alternate dates and venues *will be required* to proceed with the online submission process. **Please complete and submit one form per function.**

**ASSIGNMENT OF SPACE:**

- a. Space will be assigned on a first-come first-served basis.
- b. In late June 2026, the ACS Convention Office will notify organizers of their space assignments via email to the email address provided. The meeting venue will contact you shortly thereafter to begin making arrangements for your specific needs. Participating hotels may request a deposit before confirming your function.
- c. A food and beverage minimum and/or room rental fee for function space at the participating hotels may be assessed based on the amount of space and time needed. Please note that this decision is outside of ACS's control.

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- d. Sub-blocks will be allocated from the ACS Clinical Congress hotel room block inventory and will be coordinated through onPeak, the official housing agency. Please review the liability regarding sub-block usage as outlined on the request form. Should you require less than 9 rooms, you can book your reservations directly on the [ACS Clinical Congress website](#). If your function requires a sub-block of sleeping room accommodations (9 rooms or more), please contact via email Marisa Villalba at [mvillalba@facs.org](mailto:mvillalba@facs.org) and reference your organization.

**RESPONSIBILITY OF ORGANIZER:**

- a. Please note that although the ACS is providing function space for your group, it does not endorse your function and does not consider it to be a part of the official program.
- b. After space assignment is made by the ACS Convention Office, the organizer is responsible for finalizing all arrangements with the assigned hotel. It is understood that the ACS accepts no responsibility for the planned function after space assignment.
- c. Organizers are responsible for arranging payment directly with the hotel(s) for all event-related charges and for complying with the venue's rules, regulations, and requirements, including but not limited to final guarantees. Organizers must also obtain any necessary licenses for copyrighted music used during their event(s).
- d. Cancellation of functions by ancillary organizers made after venue contracts and/or Banquet Event Orders are subject to cancellation charges from the venue. Organizers will be liable to pay any cancellation charges levied by the venue.
- e. Along with notifying the venue of a cancellation, ancillary groups are requested to notify Jenna Blandi-Jurgil ([jblandijurgil@facs.org](mailto:jblandijurgil@facs.org)), at the time of cancellation. The result of not doing this could impact future assignments.

**ON-SITE EVENT LISTING:**

- a. Complimentary listings of ancillary events are available in the Clinical Congress mobile app and on [the Clinical Congress website](#), for all events that indicated they would like to be listed. Please indicate during the online submission if you would like your event listed. All listings are subject to approval and listings are limited to event name, date/time and location of event.
- b. Events will be listed as indicated from the online submission form. Changes and/or listing requests must be received no later than September 4, 2026.

**SIGNAGE:**

- a. Signs may not exceed 22"x28"; any signs exceeding this size will be removed. Organizers are responsible for coordinating their own signage. No other promotional signs or marketing materials are permitted in the convention center, hotels, or other venues.
- b. Organizers must remove any function signage and handouts from their assigned rooms at the conclusion of the event.

***By hosting an ancillary event at the ACS Clinical Congress, you agree to these guidelines as part of the online submission process.***

**QUESTIONS/FURTHER INFORMATION:**

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