Digestive Disease Week® (DDW) 2022 In-Conjunction With (ICW) Event Request Form

The official dates for Digestive Disease Week® (DDW) 2022 are Saturday, May 21–Tuesday, May 24. DDW Administration controls all meeting space starting on Wednesday, April 18, 2022.

In Conjunction With (ICWs) are events with up to 150 DDW attendees and are not planned nor sponsored by DDW or any of its sponsoring societies. These events are arranged by industry supporters, third-party planners, educational institutions or other non-profit organizations during DDW. Companies not meeting these criteria are not allowed to host ancillary meetings within a 10-mile radius of the San Diego Convention Center.

Fees and Deadlines

* $100 ($45 for non-profit organizations) administrative fee per meeting submission.
* The submission fee is non-refundable. There is one administrative fee per meeting submission.
* **Thursday, March 31, 2022** — Last day to submit meeting requests through DDW. Requests for space after this date should be directed to the individual hotel.

Rules and Regulations for Meeting Space Submission

* All requests for space must be submitted [using this form](https://www.xpressreg.net/register/ddwk0522/bookit/login.asp?); one form per meeting or event.  
  To be eligible to host ICW events at official DDW hotels, local restaurants or other venues within a 10-mile radius of the convention center, you must submit this form, and the event must be approved by DDW Administration. Since an event is in conjunction with DDW, across DDW’s dates, in the host city location, and solicits DDW attendees, it must follow the ICW event protocol.
* **Space is not available at the convention center.**
* All charges for the event are the responsibility of the function sponsor.
* Events that include formal presentations, equipment demonstrations, procedural instructions or continuing medical education (CME) are defined by DDW Administration as educational and therefore are considered a [Satellite Symposium](https://ddw.org/exhibitor-information/host-an-on-site-meeting/satellite-symposia/).
* Priority will be given to those companies exhibiting at DDW, their third-party contractors and certain non-profit groups requesting meeting space.
* DDW Administration strictly forbids outboarding:  
  *Outboarding is the practice of a non-exhibiting company or person who sets up an exhibit, display or other off-site event to encourage attendees to leave the exhibition show floor to view products or spend time outside the Exhibit Hall. A few examples of outboarding are hospitality suites in hotels or nearby restaurants in which products are displayed or marketing materials are distributed, or any situation where a company or person displays or discusses the sale of items by a non-exhibiting company. The only legitimate place to conduct business during the DDW event is within a contracted exhibit space on the show floor.*
* If your function is over 25 people, will include DDW attendees, educational programming, scientific presentations and/or product demonstrations, it cannot be held during the hours of 8:30 a.m. to 5:30 p.m. (DDW scientific session hours).
* A confirmation email will be sent to the Book-It Key Contact listed on the submission unless otherwise noted by the client. A copy will be provided to the hotel, so they can finalize the details of the event directly with the company contact.
* Changes to requests (e.g., date, time, number of attendees, etc.) must be made directly with the hotel.
* Marketing materials and invitations must follow [DDW’s logo and usage guidelines](https://ddw.org/news-media/guidelines-license-for-use-of-ddw-content/).

Policy Regarding Unapproved Functions

To maintain the integrity of the meeting for all attendees and industry supporters, the following enforcement policy will be enacted. Reported violations will be addressed with the exhibits manager or other personnel with managerial responsibility, and DDW will require that the affiliate function be shut down.

Any violations to any of these rules can result in the loss of priority points for the supporting company.

Meeting Type Guidelines

| **Meeting Type** | **Description** | **Educational**  **Programming** | **Product**  **Demonstrations** | **Time Restrictions** | **CME Offered** |
| --- | --- | --- | --- | --- | --- |
| Hospitality/Social Events | Receptions, meet and greet functions and dinners. These events are always by invitation only and not open to all DDW attendees. | NO | NO | After 5:30 p.m. | NO |
| Staff/Company Meetings | Meetings held by industry supporters and attendees and are internal EMPLOYEES only. | NO | NO | Unrestricted | NO |
| Committee Meetings | Meetings held by task forces, boards of universities or non-profit organizations. Limited to the members of the committee only. | NO | NO | Unrestricted with attendance numbers 25 and under. Over 25 people before 8:30 a.m. and after 5:30 p.m. | NO |
| Focus Groups | Meetings that target a specific group of attendees to obtain specific data. These events are always by invitation only and not open to all DDW attendees. | NO | NO | Unrestricted with attendance numbers 25 and under. Over 25 people before 8:30 a.m. and after 5:30 p.m. | NO |
| Investigator Meetings | Meetings that give investigators, prospective investigators and industry representatives a chance to network and focus on institutional review board or regulatory agency approval protocol, and must review or conduct results of a specific study, current clinical trial or product. These events are always by invitation only and not open to all DDW attendees. | NO | NO | Unrestricted with attendance numbers 25 and under. Over 25 people before 8:30 a.m. and after 5:30 p.m. | NO |
| Satellite Symposia [Please click here to apply](https://ddw.org/exhibitor-information/host-an-on-site-meeting/satellite-symposia). | Events that are strictly educational that may or may not offer CME credit. | YES | YES | Before 7:45 a.m. and after 6 p.m. | YES |