

BE GUTSY

 **DDW2025**
Digestive Disease Week®
MAY 3-6, 2025 | SAN DIEGO, CA
EXHIBIT DATES: MAY 4-6, 2025

DDW® 2025 In-Conjunction With (ICW) Rules & Regulations Guidelines

The official dates for Digestive Disease Week® (DDW) 2025 are Saturday, May 3 – Tuesday, May 6.

ICWs are events with up to 150 DDW attendees and are planned by industry supporters, third-party planners, educational institutions, and 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

- Early Bird ICW application process with no fee: **December 10, 2024 – January 15, 2025.**
 - ICW application process will open on **December 10, 2024.**
 - ICW application process will close on **January 15, 2025.**
- ICW space assignments at hotels will begin **January 15, 2025.**
 - We will assign Early Bird ICW space between **January 15 – January 29, 2025.**
- ICW applications received **January 16 – February 27, 2025**, will be subject to a fee and assigned based on hotel space available.
 - ICW applications received after **January 15, 2025**, will be assigned space between **February 28 – March 11, 2025.**
 - These ICW applications will pay the \$100/\$45 application fee.
- A list of participating hotels for ICW are listed below. These are the **only** hotels that will host ICWs at 2025 DDW.

Hotel	Walking Distance from Convention Center (Approximations)	Driving Distance from Convention Center (approximations)
Alma Downtown, a Tribute Portfolio Hotel	1 mile	1 mile
Andaz San Diego	1 mile	1 mile
Carte Downtown, Curio Collection by Hilton	3 miles	4 miles
Courtyard by Marriott Downtown	1 mile	1 mile
Courtyard Gaslamp/Convention Center	1 mile	1 mile
Doubletree Downtown	1 mile	2 miles
Embassy Suites San Diego Bay	1 mile	1 mile
Four Points Downtown Little Italy	1 mile	2 miles
Hard Rock	< 1 mile	< 1 mile
Hampton Inn Downtown	1 mile	2 miles
Hilton Garden Inn Downtown/Bayside	3 miles	2 miles
Hilton Gaslamp Quarter	1 mile	1 mile
Holiday Inn Bayside	5 miles	5 miles
Holiday Inn Express Downtown	1 mile	2 miles
Homewood Suites Downtown/Bayside	2 miles	2 miles
Hotel Republic, Autograph Collection	1 mile	2 miles
Margaritaville Hotel Gaslamp Quarter	< 1 mile	< 1 mile
Moxy Downtown/Gaslamp Quarter	1 mile	1 mile
Palihotel San Diego	1 mile	2 miles
Pendry San Diego Hotel	< 1 mile	1 mile
Porto Vista Hotel	2 miles	2 miles
Residence Inn Downtown/Gaslamp Quarter	< 1 mile	1 mile
San Diego Marriott Gaslamp Quarter	< 1 mile	< 1 mile
Sheraton Hotel and Marina	3 miles	4 miles
Springhill Suites Downtown/Bayfront	1 mile	2 miles
THE US GRANT, a Luxury Collection Hotel	1 mile	1 mile
Westgate Hotel	1 mile	1 mile
Westin San Diego Gaslamp Quarter	1 mile	1 mile
Westin San Diego	1 mile	1 mile
Wyndham San Diego Bayside	1 mile	2 miles

Rules and Guidelines for Meeting Space Submission

- All requests for space must be submitted using this form, 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.**
- **Space is not available at each society's Headquarter Hotel.**
- 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.
- 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 near-by 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 Logo, Brand, and Content Licensing](#).

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 to the exhibits manager or other personnel with managerial responsibility, and DDW will require that the affiliate function be shut down.

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

Meeting Type Guidelines

MeetingType	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

MeetingType	Description	Educational Programming	Product Demonstrations	Time Restrictions	CME Offered
SatelliteSymposia	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