

POLICIES AND PROCEDURES RELATING TO AFFILIATE EVENTS AT AACTE'S ANNUAL MEETING

The policies and procedures below apply to affiliate events that are held at, or in conjunction with, AACTE's Annual Meeting.

Affiliate events are defined as meetings or social events which are hosted at, or in conjunction with, AACTE's Annual Meeting by organizations, groups, or entities that are not AACTE. Affiliate events are not planned or sponsored by AACTE.

REQUESTS FOR USAGE OF AACTE SPACE AT ANNUAL MEETING

Requests to host an affiliate event in AACTE-controlled space must be submitted electronically through AACTE's official space request form. AACTE shall have full and sole authority regarding whether to grant or deny any such request.

FEEES FOR USAGE OF AACTE SPACE AT ANNUAL MEETING

Organizations, groups, or entities hosting an affiliate event in AACTE-controlled space shall be charged a fee according to the size of their event. Fees for usage of AACTE-controlled space will be charged based upon the following scale:

Boardrooms (no more than 20 people) - \$350 fee for up to 4 hours

Small Meetings and Events (20–99 people) - \$350 fee for up to 2 hours; \$100 for each additional hour

Large Meetings and Events (100–300 people) - \$500 fee for up to 2 hours; \$150 for each additional hour

Meeting fees can be applied toward one affiliate event only. Should an affiliate choose to host multiple events, a fee will be assessed for each space request that is submitted to AACTE.

WAIVER OF FEES

Fees for usage of AACTE-controlled space shall be charged only to organizations, groups, or entities that are separate from AACTE and not reasonably identified as controlled by or connected to AACTE. The following are not subject to a fee for usage of space at AACTE's Annual Meeting:

AILACTE (connected to AACTE via representation on its Board of Directors)

CADREI (connected to AACTE via representation on its Board of Directors)

HACU (connected to AACTE via representation on its Board of Directors)

NAFEO (connected to AACTE via representation on its Board of Directors)

TECSCU (connected to AACTE via representation on its Board of Directors)

Journal of Teacher Education

AACTE TAG Groups

EXPENSES (IN ADDITION TO FEES)

All expenses in connection with hosting an affiliate event shall be the responsibility of the host. No expense, including but not limited to the cost of food, beverage, labor, and audio visual or other equipment, shall be the responsibility of AACTE.

IMPERMISSIBLE CONFLICTS WITH AACTE EVENTS

No affiliate event in AACTE-controlled space may be scheduled during ANY AACTE General Session during its Annual Meeting.

PROHIBITED EVENTS

Affiliate events that include 1) the presentation of educational programs or seminars for credit; or 2) except with the prior approval of AACTE, focus groups comprised of AACTE members; are prohibited in AACTE-controlled space.

INSURANCE

AACTE, in its sole discretion, shall have the right to require an organization, group or other entity hosting an affiliate event in AACTE-controlled space to maintain insurance coverage in connection with the event. The duration and/or specific nature of an event shall be considered in determining the amount and scope of required insurance coverage, if any.

REQUIRED PROMOTION OF AACTE ANNUAL MEETING BY HOST GROUP

AACTE shall not list an affiliate event in the Annual Meeting Program, Online Event Planner, or Schedule at a Glance; or permit promotional signage in space controlled by AACTE; or otherwise promote the event unless, in any online promotion of the event by the group and in any email sent by the group to AACTE members promoting the event, the group includes a link to the AACTE Annual Meeting registration page and an acknowledgement that the event is occurring in conjunction with the AACTE Annual Meeting.

SIGNAGE AND PRINTED HAND OUTS

All promotional signage must conform to applicable venue and local rules. Additionally, except and in locations as may be approved by AACTE, signage and printed or video material in connection with an affiliate event in AACTE-controlled space may only be placed inside, or immediately outside, the reserved space and only for the duration of the event. In connection with an affiliate event in non AACTE-controlled space, AACTE may, in its discretion, with regard to space it controls, prohibit or restrict the areas for the placement and duration of signage and the distribution of materials.

PROCESS FOR DECISION MAKING

Upon receipt of a space request for an affiliate event in AACTE-controlled space, the Senior Director of Meetings & Events shall make a determination to approve or to disapprove the request based on the application of the policies contained herein; and if approved, shall schedule the event in conformance with such policies. If, in the Senior Director's judgment, the request raises special considerations, or if the requesting group seeks a waiver of an applicable policy, the Senior Director shall refer the matter to the Vice President for Member Engagement & Support of AACTE for final determination.