

# PCRS 2026 ANNUAL MEETING - SATELLITE EVENT APPLICATION

## PCRS ANNUAL MEETING SATELLITE EVENT GUIDELINES

PCRS Annual Meeting Satellite Events are exhibitor-sponsored events that may be held during the PCRS Annual Meeting at dates and times that do not conflict with PCRS programming. Examples of Satellite Events are social and networking events, receptions, dinners, press conferences, and media events such as video news releases, product announcements, staff meetings, focus groups, or educational activities. **All satellite events must be registered and approved by PCRS. Applicable fee(s) apply.**

Applicants requesting to host an event during the PCRS Annual Meeting must meet the following criteria:

1. Be an approved PCRS sponsor and/or exhibitor with fully paid sponsor or exhibitor status.
2. Submit the PCRS Satellite Event Application by December 1. Applications are processed in the order received.
3. Agree to the PCRS Satellite Event Rules and Guidelines.
4. Agree to assume all costs for planning and implementation, including venue fees, A/V fees, food & beverage, and all other related costs, as applicable.

### **Satellite Event Rules and Guidelines**

#### **Application Review and Processing**

The Satellite Event application deadline is December 1. Review and processing of applications will begin on or before December 1. Applications are processed in the order received. Requests for PCRS hotel meeting space are subject to availability. Notifications of application approval status will be communicated on or before January 15.

#### **Approval of Promotional Materials**

All promotional materials, invitations, and similar meeting collaterals (print and digital) must be submitted to PCRS for review and approval prior to distribution to PCRS attendees.

#### **Cancellation of Exhibitor Space**

Cancellation of exhibitor space whether voluntarily or involuntarily also cancels the Satellite Event(s).

#### **Restricted Times**

Satellite Events are permitted only during non-restricted times, as stated in the application.

#### **Non-Permitted Activities**

Satellite Events may not include fundraising activities on behalf of the sponsoring organization, or any other organization (except on behalf of PCRS with prior written approval), or cause.

#### **Non-Compliance**

Failure to comply with PCRS Satellite Event Rules and Guidelines may result in loss of exhibitor eligibility for future years. Non-approved Satellite Events will be assessed the appropriate Satellite Event Fee. Non-payment of an assessed fee(s) may cancel existing or future exhibitor space, at the sole discretion of PCRS.

**Please Submit Application and Questions to:**

Pacific Coast Reproductive Society - [info@pcrs.org](mailto:info@pcrs.org)

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PCRS Conference Partners may apply to host certain types of exhibitor-sponsored Satellite Events during the PCRS Annual Meeting. Event types and fees are outlined below.

## Satellite Event Restricted Times & Fees

EVENT TYPE	RESTRICTED EVENT TIMES	FEE
<p><b>Non-CME Symposium/Satellite Events</b> An educational symposium or event which does not provide CME credits to participants. This can include any event that features key presenters or discusses company services or products, abstracts, or posters.</p> <p>The fee provides inclusion in the PCRS Annual Meeting Program and access to participants, includes hotel charges for room rental, and audiovisual, but does not include food, speaker expenses, etc.</p>	<p><b>**Permitted only during designated times in the PCRS Annual Meeting Program**</b></p> <p><b><u>Designated Symposium Times</u></b> Thursday: 10:45am – 11:30 am Friday: 11:00am – 11:45 am</p>	\$25,000
<p><b>Social Event</b> Events are recognized as social functions if they provide no educational portion. Examples are receptions, dinners, and breakfasts at which no featured, scheduled, or impromptu speaker will provide an educational presentation, no posters or abstracts available, and/or no discussion of company services/products. This includes all social events to which PCRS Annual Meeting delegates are invited.</p> <p>The fee includes hotel charges for room rental, but does not include audiovisual, food, etc.</p>	<p><b>**Not permitted during PCRS Annual Meeting Program times**</b></p> <p><b><u>Social Events Are NOT Permitted During the Below Times</u></b> Wed: No Satellite Events Permitted Thur: 7:50 am – 7 pm Fri: 8:15 am – 6:30 pm Sat: 8 am – 3:30 pm &amp; 7 – 10 pm</p>	\$5,000
<p><b>Small Groups (1-25 attendees)</b></p> <ul style="list-style-type: none"> <li>• Focus Group</li> <li>• Client Meeting</li> <li>• Exhibitor Staff Meeting</li> <li>• Investigator Meeting</li> </ul> <p>(Events greater than 25 attendees are subject to additional review)</p> <p>The fee includes hotel charges for room rental, but does not include audiovisual, food, etc.</p>	<p><b>**Events &lt;25 attendees, no restrictions; Events &gt; 25 attendees, not permitted during PCRS Annual Meeting Program times**</b></p>	<p>Half Day \$2,500</p> <p>Full Day \$4,500</p>
<p><b>Investigator Meeting (Large)</b> An investigator meeting is held by a clinical trial sponsor to conduct protocol and GCP training and allow participants an opportunity to ask questions about clinical trial conduct. The meeting typically includes clinical research associates, clinical research coordinators, clinical investigators, medical monitors, quality assurance, and senior management.</p> <p>The fee includes hotel charges for room rental, but does not include audiovisual, food, etc.</p>	<p><b>**Not permitted during PCRS Annual Meeting Program times**</b></p> <p><b><u>Satellite Events Are NOT Permitted During the Below Times</u></b> Wed: No Satellite Events Permitted Thur: 7:50 am – 7 pm Fri: 8:15 am – 6:30 pm Sat: 8 am – 3:30 pm &amp; 7 – 10 pm</p>	\$2,500

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Meeting space for Satellite Event(s) is subject to approval from PCRS and secured on a space-available basis only. Please use a separate application for each event requested. Exhibitors must complete this application if planning an event during the PCRS Annual Meeting. Please refer to the Satellite Event Guidelines for additional information. The Satellite Event application deadline is December 1.

## EXHIBITOR/APPLICANT INFORMATION

Company Name:	
Exhibit Booth #:	
Street Address:	
City, State, Zip:	
Country:	
Contact:	

## EVENT DETAILS

Please check what type of event you are planning:

- ☐ Non-CME Symposium      ☐ Social Event      ☐ Focus Group      ☐ Staff Meeting  
☐ Investigator Meeting      ☐ Other: \_\_\_\_\_

Preferred date and time of event/symposium. Please list three selections:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Preferred location/room for event/symposium. Please list three selections:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Name of Event:	
# of Attendees:	
Description of Event:	
Event Speakers:	
Room Set-Up:	<input type="checkbox"/> Reception <input type="checkbox"/> Conference <input type="checkbox"/> Rounds <input type="checkbox"/> Classroom <input type="checkbox"/> Theater <input type="checkbox"/> Other: _____
Will food & beverage be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____

The applicant agrees to notify PCRS in writing of any changes in the content of this application prior to the PCRS 2026 Annual Meeting. The applicant agrees to abide by all rules and regulations governing exhibitor-supported satellite events as detailed herein and in the Satellite Event Guidelines. PCRS reserves the right to deny any application for an event. PCRS will do its best to assign the space requested according to your needs listed above. PCRS does not guarantee any accommodation. This agreement is only valid once approval has been granted by PCRS.

\_\_\_\_\_  
Signature of Authorized Exhibit Company Representative      Date

## FOR INTERNAL USE - PCRS OFFICE

Request has been: ☐ Approved      ☐ Denied: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized PCRS Representative      Date

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