



SBM 2026 Ancillary Event Application

The Society of Behavioral Medicine (SBM) requires all organizations that wish to hold an event of any nature during the 47th Annual Meeting & Scientific Sessions to complete an ancillary event application. Applications will be reviewed and approved on a first come, first served basis. **A fee of \$500 will be charged for each ancillary event, food and beverage excluded.** Submitting an application does not guarantee assignment.

** Indicates a required field*

ORGANIZATION & CONTACT INFORMATION

Host Organization Name:* Click or tap here to enter text.

Host Organization Address:* Click or tap here to enter text.

Host Organization Website: Click or tap here to enter text.

Are you a third party planning organization completing this form on behalf of another organization? *

Yes

No

If yes, please indicate the name of your organization Click or tap here to enter text.

Planner First Name:* Click or tap here to enter text.

Planner Last Name:* Click or tap here to enter text.

Planner Email:* Click or tap here to enter text.

Planner Phone:* Click or tap here to enter text.

ANCILLARY EVENT DETAILS

Ancillary Event Name:* Click or tap here to enter text.

Ancillary Event Preferred Date:* Click or tap here to enter text.

Ancillary Event Preferred Start Time:* Click or tap here to enter text.

Ancillary Event Preferred End Time:* Click or tap here to enter text.

*SBM will not permit ancillary events that take place between the hours of 8 a.m. - 11:50 a.m. or 1 p.m. - 5:50 p.m. Wednesday through Friday and 9 a.m. through 1 p.m. on Saturday.

Ancillary Event Type:*

Advisory Board Meeting

Focus Group

Hospitality Suite

Investigator Meeting

Investor Meeting

Committee Meeting

Office

Social Event

Other: Click or tap here to enter text.

Event Description and/or Agenda: * Click or tap here to enter text.

Anticipated Attendance (including speakers, faculty, staff and attendees): * Click or tap here to enter text.

Will Awards be Handed Out? Yes No

Room Set (check all that apply) *:

- Theater Classroom Banquet Rounds of 8 Banquet Rounds of 10
 Conference Hollow Square U-Shape High-top Cocktail Rounds

Further Set-Up Description: Click or tap here to enter text.

Attendee Details*:

- Event is open to all SBM 2026 Attendees Event is invitation only

Notes to Consider: Click or tap here to enter text.

ANCILLARY EVENT TERMS & CONDITIONS

ANCILLARY EVENT DEFINITION & POLICY DATES

An ancillary event is any function held adjunct to a SBM meeting by a group other than SBM. The policy shall be in effect from the day prior to the start of the first educational event through the last SBM programmed activity. For the 2026 Annual Meeting & Scientific Sessions, this is Tuesday, April 21, 2026, through Saturday, April 25, 2026.

THIRD-PARTY PLANNERS

The host organization will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the host organization to disseminate the terms & conditions for the annual meeting ancillary events among its staff and affiliates. Any violations by a third party will be considered a violation by the host organization.

MISREPRESENTED ANCILLARY EVENTS

If a host organization is found misrepresenting the type of event submitted (e.g., requests a social reception and holds a sponsored symposia), the event will be immediately terminated, and the host organization may be restricted from holding ancillary events at future SBM annual meetings.

ANCILLARY EVENT PLANNING

If your application for an ancillary event is approved by SBM, you will receive a confirmation letter that includes contact information for the hotel, audio visual, etc. Do not contact the hotel before you receive event approval. All ancillary events are direct bill functions, which means **you are independently responsible for arranging payment of the necessary set-up, audio/visual, catering, and other requirements for your function.**

MARKETING/SIGNAGE

SBM does not endorse or sanction this function. Any use of the SBM or Annual Meeting name and logo in conjunction with your event is strictly prohibited. Ancillary functions organized for promotional or market research purposes, or to present scientific findings, are prohibited at the Annual Meeting. The only appropriate venue for promotional or market research, or scientific findings, is inside the poster/exhibit hall or via a company-sponsored meeting session ([See SBM's Annual Meeting prospectus for details on these opportunities](#)). Industry consultant meeting and other forums for "thought leaders" are also not allowed. Signage for ancillary events is not permitted in public spaces of the meeting venue except for inside and immediately outside of the designated room that the event is to occur. The following statement must be included on all advertisements, marketing pieces, invitations, meeting materials, etc. for the ancillary event: "Not an official event of the Society of Behavioral Medicine."

DAMAGE TO FUNCTION SPACE

The host organization agrees to pay for any damage to the function space that occurs while the host organization is using it. The host organization will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the group and its meeting attendees.

PAYMENT

The \$500 ancillary event fee is due within 30 days of receipt of the ancillary event confirmation notification. The fee can be paid by credit card or check.

CANCELLATION

Ancillary events that are cancelled before March 2, 2026, will be refunded minus a \$100 administrative fee. Ancillary events cancelled March 2, 2026, or later will not be refunded.

LIABILITY

All matters and questions not covered in the above policy are subject to the discretion of SBM. These policies may be amended at any time by SBM and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by SBM to such parties.

For all activities, the group will take full responsibility for the event or meeting and hold harmless the Society for Behavioral Medicine, its officers, agents, contractors and employees from any and all liability and costs associated with the activity. By completing the ancillary event application, SBM is released from any and all liability.

I have read and agree with the ancillary event terms & conditions.

Signature: _____ **Date:** _____