



STAT CAST Ancillary Event Guidelines

These guidelines aim to ensure that ancillary events, held concurrently with the Conference for the Advancement of Science Teaching (CAST), presented by the Science Teachers Association of Texas (STAT), align with STAT's commitment to delivering a seamless and enriching experience for all attendees. By establishing guidelines, procedures, and expectations for non-STAT events, this policy seeks to maintain the integrity and cohesion of the overall conference while accommodating external organizations eager to contribute to the discourse surrounding science education and create meaningful experiences for CAST attendees.

STAT encourages all entities interested in hosting ancillary events to familiarize themselves with these guidelines. By adhering to these guidelines, organizers will help foster an environment that promotes learning, networking, and engagement among conference participants. As we embark on this collaborative journey, we look forward to collectively enhancing the CAST conference and advancing the field of science education.

Please read on to discover the comprehensive guidelines and procedures designed to ensure the success of your event and the overall conference experience for all attendees.

What is an ancillary event?

An ancillary event is a function held alongside CAST by organizations other than STAT. To host such an event, complete and submit the Ancillary Event Request Form for review. All ancillary events, whether at a CAST hotel or elsewhere, must be reviewed by STAT. Ancillary events include Advisory Meetings, Focus Groups, Hospitality Rooms, Internal Corporate Business meetings, Social Events, and Staff Meetings. **Forms must be submitted for any event during the conference days of Wednesday, November 8, 2023, to Saturday, November 11, 2023.**

What if the event is held outside of the conference hotels or venue?

All organizations planning to hold any type or size of event during CAST must submit an Ancillary Event Request Form. An ancillary event request is still required even if not using function space at an official CAST hotel or the conference venue.

Can I host an ancillary event if I am not exhibiting?

No, you must be an exhibitor at CAST to host an ancillary event.

What is the deadline to submit an ancillary event request?

September 28, 2023

What are the blackout dates/times?

During CAST, certain blackout times apply, and ancillary events should align with the educational focus of the meeting. The blackout times are as follows:

- Thursday, November 9, 2023: 7:00 a.m. – 5:00 p.m.
- Friday, November 10, 2023: 7:30 a.m. – 4:30 p.m.
- Saturday, November 11, 2023: 7:30 a.m. – 1:30 p.m.

What is the cost to produce an ancillary event?

The organization hosting the ancillary event is responsible for any associated charges, including room rental, food and beverage, audiovisual services, internet, electricity, etc. STAT is not liable for any of these expenses.

How do I submit the form?

To submit an Ancillary Event Request, complete the form below and email it to exhibits@statweb.org.

Next Steps

1. An Ancillary Event Request Form must be completed and submitted to STAT.
2. Upon receipt, STAT will review the request to determine whether the proposed event meets CAST standards and requirements, particularly reviewing to determine if any conflicts exist with existing CAST programming.
3. Once approved, STAT will contact the hotel(s) to secure a meeting room for the requested event. **If your event is not at one of the CAST hotels (Hilton Americas or Marriott Marquis) or conference venue, you will be responsible for contacting the venue to secure space.**
4. After securing the meeting space, STAT will notify the organization that the request has been approved and which meeting room(s) has been assigned. Every effort will be made to notify the organization within 2 weeks after the event has been approved. Please note that the response time can vary depending on the venue's response.
5. The organization will then work directly with the assigned hotel or venue to plan the event. Please note that STAT is not responsible for planning any part of the ancillary event.

Billing

If your ancillary event is held at the Hilton Americas, Marriott Marquis, or the George R. Brown Convention Center, your event cost will go on the CAST master bill. STAT will then send you an invoice to pay for the cost of the event. Please work with the venue on your budget so there are no cost surprises. STAT will not be held responsible for any part of your event bill. If you plan an event at an offsite venue, that venue will bill you directly.

Marketing

For the use of STAT's name, logo, or trademarks, prior written permission is required. Guidelines must be followed, including the prominent display of a disclaimer stating that the event is not an official STAT event and is not sponsored or endorsed by STAT. Signage and written descriptions of ancillary events must comply with the selected venue's specific restrictions and placement policies. Signage is not allowed at the George R. Brown Convention Center or in public spaces near session rooms during CAST's educational sessions.

Fundraising

Fundraising activities during CAST are only allowed if prior written approval is obtained from STAT.



STAT CAST Ancillary Event Request Form

Organization Name: _____

Contact Person: _____

Email Address: _____ **Phone Number:** _____

Event Name: _____

Event Description: Provide a brief description of the event, including its purpose and target audience.

Event Date: _____ **Event Time:** _____ **Event Duration:** _____

Event Location: Specify the venue/location where the event will be held.

Expected Number of Attendees: _____

Event Type: Select the appropriate event type from the following options:

Advisory Board Meeting Focus Group Internal Corporate Business

Hospitality Room/Suite (in a sleeping room or meeting room) Social Event

Staff Meeting Other (note what other is): _____

Event Promotion: Will the event involve product promotion? Yes No

If Yes, please provide details on how products will be promoted:

Signage and Branding: Will signage be used for the event? Yes No

If Yes, please specify the number of signs and their sizes:

STAT Branding: Will the event utilize STAT's name, logo, or trademarks? Yes No

If Yes, please explain how you intend to use STAT's branding elements:

Event Payment: Please provide details on how the event expenses will be covered and any payment arrangements:

Additional Comments or Special Requests:

By submitting this Ancillary Event Request, I confirm that I have read and understood the guidelines provided by STAT. I understand that approval from STAT is required for the event, and I agree to comply with all the terms and policies mentioned.

Signature: _____ Date: _____

Please submit this completed form to STAT at exhibits@statweb.org for review and approval.