

Affiliate / In-Conjunction-With (ICW) Meeting Space

Organizations hosting business meetings, receptions, or staff activities during ObesityWeek® may request affiliate or in-conjunction-with (ICW) meeting space. These requests are distinct from Corporate-Supported Symposia; affiliate events may not include educational or scientific programming.

To request meeting space, review the guidelines below and submit an application.

Procedure

- Each application is for **one room, date, and time**. Submit separate applications for multiple days, functions, or room setups.
- All requests—regardless of location—must be submitted through the ObesityWeek application.
- **Do not contact** the Gaylord National Resort & Convention Center or official ObesityWeek hotels until written approval is received.
- Approved requests will be forwarded to the venue by ObesityWeek, including your contact information.
- Upon approval, you will receive a payment link for space rental. All other costs (e.g., food and beverage, A/V, internet) must be paid directly to the venue or vendor.

For events at non-official venues, prior written approval from ObesityWeek is still required. There is no fee for this approval.

Deadline

Applications must be submitted by **September 28, 2026**, or earlier if space sells out.

Key Dates:

- **September 28, 2026** – Final application deadline
- **October 26, 2026** – Final deadline for signed orders and full prepayment to the Gaylord

Educational Content Policy

Meeting space will not be approved for events that include posters, educational presentations, or scientific programming. These must be submitted under the Corporate-Supported Symposia Guidelines.

Allowed Dates and Times

- Staff-only or small invite-only events may be scheduled at any time (conflicts should be avoided).
 - Larger functions involving attendees must be held only during approved times:
 - **Saturday, Nov 14, 2026:** 11:45 AM–1:15 PM
 - **Sunday, Nov 15, 2026:** 6:30–8:30 AM; 11:45 AM–1:15 PM; 6:30 PM onward
 - **Monday, Nov 16, 2026:** 6:30–8:30 AM; 11:45 AM–1:15 PM; 6:30 PM onward
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Space Fees (Gaylord Only)

Organizer Type	Regular Rate (through Aug 13)	Late Rate (Aug 14–Sept 28)
Exhibitor/Sponsor	\$300 / hour	\$400 / hour
Non-Exhibitor/Sponsor	\$700 / hour	\$900 / hour
University/Non-Profit/Government	\$100 / hour	\$100 / hour
TOS SIG/Committee	Complimentary	Complimentary


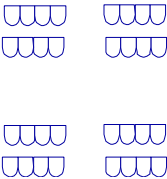

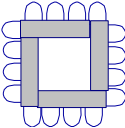



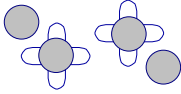
Requests are billed based on submission date. ObesityWeek reserves the right to apply up to a \$300 surcharge for complex setup requirements (if applicable, this will be communicated in advance).

- **Full-day reservation:** Charged as 8 hours for 24-hour exclusive use
 - **Grace period:** 30 minutes before and after your event (no charge). Additional time must be reserved and paid.
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Space Use

Events must be held in designated meeting rooms only. Use of public areas (e.g., lobbies, hallways, sidewalks) is prohibited.

Setup Style Examples

<p>6' Classroom</p> 	<p>Theater Style</p> 
<p>Conference</p> 	<p>Hollow Square</p> 
<p>72" Rounds of 7 (Crescent Style)</p> 	<p>72" Rounds of 10</p> 
<p>U-Shape</p> 	<p>Cocktail /Reception</p> 

Vendor Charges & Billing

All venue and vendor costs—including food and beverage minimums, A/V, internet, electrical, furniture, and labor—are the sole responsibility of the affiliate.

ObesityWeek does not manage or assume responsibility for these charges. After approval, all coordination is directly between the affiliate and the venue/vendor, and contracts may be required.

Signage

- Maximum of **three signs**, each no larger than **24" x 36"**
 - Company name may be displayed; logos are not permitted
 - Signs may be placed one hour prior and must be removed within 30 minutes after the event
 - Placement is limited to the meeting room entrance or as directed by the venue
 - Easels must be ordered through the venue
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Logos and Trademarks

Use of The Obesity Society® or ObesityWeek® name or logo requires prior written permission.

Food & Beverage

All food and beverage must be provided by the venue. Outside food and beverage is not permitted. Alcohol service must comply with venue policies and applicable laws.

Gaylord Contact: Giovanni Jones, Giovanni.Jones@gaylordhotels.com

A/V, Internet, and Electrical

All services must be arranged through the approved providers or venue contacts:

- Basic attendee Wi-Fi is provided; additional internet is typically not required unless for high-bandwidth use
- Electrical services are required for power access in most rooms

(All service contacts will be provided in the approval notification.)

A/V:

- ObesityWeek Conference Provider: Freeman A/V, Barbara Glaser Fryer
Barbara.GlaserFryer@freemanco.com
- Gaylord Contact for In-House AV Quotes: Giovanni Jones,
Giovanni.Jones@gaylordhotels.com

Internet: ObesityWeek provides basic Wi-Fi for attendees (login details are in the app). You likely won't need additional internet unless you're using video conferencing or other high-data applications. **Gaylord Contact:** Giovanni Jones, Giovanni.Jones@gaylordhotels.com

Electrical: Most meeting rooms do not have accessible outlets. Electrical service must be ordered through the Gaylord. Power strips and extension cords are only available by hiring A/V or electrical services. **Gaylord Contact:** Giovanni Jones, Giovanni.Jones@gaylordhotels.com

Cancellation

- Cancellations must be submitted within three weeks of application and no later than **September 28, 2026**, to receive a **50% refund** of the space fee
 - No refunds will be issued after this date
 - Cancellations must be submitted to Stephanie Garcia (sgarcia@obesity.org)
 - Canceling with the venue does not cancel your ObesityWeek reservation (and vice versa)
 - Affiliates are responsible for canceling all vendor services and any associated fees
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Indemnification

The affiliate agrees to indemnify, defend, and hold harmless Obesity Week LLC, The Obesity Society, and their respective officers, directors, agents, employees, and representatives from any claims, damages, liabilities, or expenses (including reasonable attorneys' fees), except where caused by the negligence of Obesity Week LLC or The Obesity Society.

Enforcement

Affiliates are responsible for ensuring compliance with all policies. Non-compliant events may be terminated immediately and may impact eligibility for future participation.

ObesityWeek reserves the right to amend these guidelines at any time. Written notice will be provided for material changes.