



Ancillary Events - Frequently Asked Questions

Why does ARVO have an Ancillary Events Policy?

ARVO provides access to available meeting rooms to members of the eye and vision community who are actively engaged in the ARVO Annual Meeting. To provide equitable access, all groups must follow the same rules.

Are there fees for organizing an Ancillary Event during the ARVO Annual Meeting?

Yes, fees depend on the type of meeting, location and timing of your request. Submit requests before December 1 for lowest cost. Review the complete [fees schedule](#). If you need assistance determining your fees, contact ancillaryevents@arvo.org and staff will assist you.

My company is small and we cannot afford to be an exhibitor or sponsor. How can we get meeting space?

If your company qualifies as a start-up company (refer to the [fees schedule](#) for definition), there is a lower fee to hold an event.

My meeting is for a small number of my colleagues and we are not with a company. Do I still have to pay a fee?

This depends on a number of factors, including the timing of your request and whether you need audiovisual equipment. Please refer to the complete [fees schedule](#).

What is included with the meeting space?

This depends on the location of your meeting. In the Convention Center, you will need to choose a specific room set, including whether you need basic or hybrid audiovisual equipment (requires an additional fee). Food and beverage must be ordered separately. For hotel meetings, you will work with hotel staff to arrange what you need.

What if my space needs change after I submit my request? I might have more attendees than I anticipated.

Changes will be accommodated if space is available. No changes will be accepted after March 15.

I would like to hold my event in the Convention Center but I do not see an option for the room set I need. Can this be accommodated?

ARVO staff will discuss your needs with you and determine whether this is possible. If not, your request can be forwarded to a hotel in the ARVO block.

Some of my attendees are only coming to Salt Lake City for my event; they are not attending the Annual Meeting. Can I get Meeting passes for them? Is a one-day pass available?

No. All attendees of an Ancillary Event must be registered for the Annual Meeting. ARVO does not offer a one-day pass for the Meeting.

I cannot decide whether I prefer the Convention Center or a hotel for my meeting. Can you help?

Whether you will want to hold your meeting at the Convention Center or a hotel depends on several factors. Options for room sets at the Convention Center are basic – hollow square/u-shape, banquet rounds, simple reception. If you need a customized room set, you should choose a hotel. Food and beverage costs vary – visit the [Ancillary Events Guidelines](#) page for catering menus. ARVO staff is available to advise related to event location based on your needs and the complexity of your event.