Vendor Etiquette Policy for the IAS Annual Meeting

The intent of this policy is to maintain the meeting as a technical conference at a professional level. Vendor participation is encouraged and welcomed, but vendors must emphasize their technical and professional aspects. These entertainment rules are to prevent any conflicts with the conference program, and conduct shall be in accordance with this intent. Deviation from policy will be taken before the IAS Executive Board for action which may bar a vendor from presenting papers or being an active participant in future annual meetings.

1. Hospitality Rooms
   a) Vendor hospitality rooms shall be allowed as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individually oriented basis.
   b) All vendor personnel participating in the vendors' hospitality room should be registered attendees at the conference.
   c) The principal member responsible for each vendor's hospitality room shall be a member of IEEE and IAS in good standing.
   d) Hospitality rooms shall not be open to guests during official conference program hours, as listed in the conference program. This includes technical session hours and official Annual Meeting functions such as the Awards Luncheon (Tuesday lunch), Welcome Reception (Sunday evening), the Exhibitor's Reception (Monday evening), and the President's Banquet (Wednesday evening).
   e) An attempt should be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
   f) Hospitality room identification will be posted on a bulletin board adjacent to the registration desk. The Conference Committee shall approve signs, posters, banners or other material used for promotional purposes. An identifying sign may be used at the room location.
   g) Literature and products for demonstration and discussion on a personal and individually oriented basis in hospitality rooms shall be permitted as being consistent with the technical communication objectives of the conference.
   h) All vendors that intend to have hospitality rooms open to the general attendance must give a minimum of two weeks prior notification to the Courtesy Associates (202-973-8678). If hospitality suites are limited, preference will be given to previous annual meeting participants.

2. Vendor Tutorials

a) Vendors are encouraged to offer tutorials for conference attendees through the conference tutorial program organized by the IAS Education Department. Interested vendors should contact the Chair of the IAS Education Department for information about the tutorial program. Deadlines for the submission of tutorials for the IAS Annual Meeting are published in the IAS Magazine.

b) Vendors shall not offer non-conference tutorials during official conference program hours, as listed in the conference program. This includes conference tutorials, technical sessions, and all social functions.

3. Off-site Events

a) Events scheduled off-site shall be limited to a maximum of 25 attendees (not including guests) so as not to adversely impact attendance at other conference events.