

Policy No: G-14

Subject: Approval of Non-AASL Material for Distribution

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

**Review Responsibility:** AASL Staff, AASL Board of Directors

**Policy Statement:**

Distribution of non-AASL materials at AASL in-person education programs must be reviewed and approved prior to distribution.

**Focus:**

Primary: AASL Staff, AASL Board of Directors

Secondary: AASL Exhibitors, AASL Members, General Public

**Purpose:**

To define the process for distribution of materials at AASL in-person education programs.

**Procedure:**

1. Any material distributed during an AASL in-person education program will be associated with AASL and therefore must be approved prior to distribution. The following procedure and guidelines will be applied:
  - a. Material distribution by exhibitors requires pre-approval as outlined in the exhibit contract.
  - b. Distribution of non-commercial materials from non-sponsors will require review and approval by AASL's Executive Director.
  - c. Distribution of marketing material, outside of those contracted under an AASL Sponsorship Agreement, is prohibited outside of AASL's exhibit hall.
  - d. Any individual distributing marketing material outside of their designated exhibit space or throughout the conference center (placing materials in general areas/hallways, in session rooms, etc.) may be asked to leave the event. All materials will be removed and disposed.
2. Any material distributed during an AASL virtual education program will be associated with AASL and therefore must be approved prior to distribution. The following procedure and guidelines will be applied:
  - a. Material distribution by exhibitors requires pre-approval as outlined in the exhibit contract.
  - b. Distribution of non-commercial materials from non-sponsors will require review and approval by AASL's Executive Director.
  - c. All unauthorized materials may be removed.