

Guidelines for Handling Requests for Delegate Contact Information¹ and Hotel Meeting Space during HOD Meetings

The Office of House of Delegates (HOD) Affairs has developed the following guidelines for responding to requests from delegates, their delegations or others regarding release of delegates' contact information and the availability of AMA-reserved space at HOD meetings for events. These requests typically include:

1. Requests for HOD delegate contact information for use in an AMA election campaign (i.e., election to a Board of Trustees (BOT) or Council seat)
2. Requests for HOD delegate contact information unrelated to AMA elections
3. Requests for meeting space at the AMA-arranged venue during an HOD meeting

The guidelines that follow are intended to assist delegates and their delegations in planning, however, the Speakers reserve the discretion to grant exceptions as they may determine to be appropriate and to modify these guidelines. The guidelines will be posted on the HOD page of the AMA Web site: <http://www.ama-assn.org/go/hod> (click "Information for Delegates and Constituent Societies"). Questions about these guidelines should be directed to the Office of HOD Affairs (312 464-4344).

1. Delegate contact information for use in an AMA election campaign.

Requests for HOD contact information are received most often from the candidate's sponsoring society or a campaign manager but may come from the candidate as well.

The Office of HOD Affairs will supply either an electronic file (in Microsoft Excel format) or physical mailing address labels. The electronic file contains the name, mailing address, specialty and name of the society for which an individual sits as a delegate. No charge is made for an initial request. Note that address labels require more time for processing.

Email addresses and phone numbers for delegates are not released by the Office of HOD Affairs due to concerns over unsolicited messages.

The HOD pictorial directory, which can be found on the members only portion of the AMA Web site, contains selected contact/professional information for all delegates, alternate delegates and BOT and council members (see <http://www.ama-assn.org/go/pictorial>). This directory may only be accessed by AMA members.

2. Delegate contact information for use unrelated to AMA campaigns.

Requests are occasionally received from a state or specialty medical society seated in the HOD or an individual delegate for delegates' contact information unrelated to AMA campaigns. Typical uses include announcement of events to be held during an HOD meeting. All requests must be in writing, identify the society or delegate making the request, state the intended purpose for the request and represent that such purpose is not in conflict with AMA policy. All such requests are reviewed by the Speakers who determine the disposition of the request.

¹ This guidance is intended to comport with the AMA's established privacy policy (see <http://www.ama-assn.org/ama/pub/footer/privacy-policy.shtml>).

- a. Requests are generally not granted if related to efforts to rally support for an issue as the Speakers believe policy positions should be determined by discussion before a reference committee or in the HOD.
- b. Requests are generally not granted if the purpose is considered not to be of general interest to delegates or is not related to 1) AMA business or operations or 2) activities of delegates commonly held in conjunction with HOD meetings.
- c. Requests will not be granted for events that conflict with business sessions of the HOD or with HOD-related events such as the presidential inaugural.
- d. Requests will not be granted for events sponsored or underwritten by organizations (or their associated foundations) not seated in the HOD.
- e. Requests related to elections to federal or state office will not be granted. The AMA is prohibited from directly or indirectly incurring costs or providing in-kind contributions in connection with federal or state elections.
- f. Email addresses and phone numbers for delegates are not released by the Office of HOD Affairs due to concerns over unsolicited messages.

The HOD pictorial directory, which can be found on the members only portion of the AMA Web site, contains selected contact/professional information for all delegates, alternate delegates and BOT and council members (see <http://www.ama-assn.org/go/pictorial>). This directory may only be accessed by AMA members.

3. Requests for meeting space at the AMA-arranged venue during an HOD meeting².

Requests for meeting space most often come from medical societies or delegations and generally deal with meetings or caucuses related to activities of the HOD. Requests have also been received from delegates or others for purposes unrelated to the HOD. All requestors must complete a meeting space request form available from AMA Meeting Services, identify the society, delegation or individual making the request, indicate the intended use of the space and disclose any intended sponsorship or underwriting of costs for the event by organizations or entities not seated in the HOD. Requests should be directed to AMA Meeting Services with a copy to the Office of HOD Affairs. AMA Meeting Services will coordinate with the Office of HOD Affairs (and the Office of HOD Affairs will coordinate with the Speakers as needed) before responding. Subject to the guidelines below, requests are honored on a “first-come, first-served” basis subject to space availability and only if the AMA has determined that AMA reserved space at the meeting venue is not needed for HOD activities.

- a. Requests for meeting space from delegates or delegations for events related to HOD activities will generally be granted at no charge.
- b. Requests from delegates or delegations for release of AMA-reserved meeting space for events unrelated to the activities of the HOD or from persons who are not delegates (or from organizations not seated in the HOD) will be granted only if:

² For purposes of this guidance, “during the HOD meeting” means the day on which Section and Council meetings begin at the venue of the HOD meeting through adjournment of the HOD.

- (i) the Office of HOD Affairs determines that the event and its purposes will not conflict with or detract from the purposes of the HOD, and
 - (ii) the requestor is willing to deal directly with the operator of the meeting venue (including paying charges for use of the space, catering charges, etc), and
 - (iii) If such a request is granted, AMA Meeting Services will advise the operator of the meeting venue and confirm that the requestor has made satisfactory arrangements directly with the operator of the meeting venue for payment of space usage, catering or other charges related to the request.
- c. No request from delegates, delegations or other organizations for release of AMA-reserved space during an HOD meeting will be granted if the event is intended to be sponsored in whole or in part (or the cost underwritten) by an organization or entity not seated in the HOD, with the exception of continuing medical education events that are sponsored by an ACCME-accredited body, are planned in accordance with ACCME guidelines on corporate support and are actually designated for *AMA PRA Category 1 Credit*TM.
- d. Events sponsored by the AMA or AMA-affiliated organizations during HOD meetings that may be sponsored in whole or in part (or cost unwritten) by external organizations are subject to the AMA Guidelines for Corporate Relationships.
- e. The Office of General Counsel must approve any request relating to an event benefiting a candidate for federal or state office. Federal election law and many state election laws prohibit corporations, such as the AMA, from directly or indirectly incurring costs or providing in-kind contributions in connection with election campaigns.
4. Signage and displays in meeting space

Organizations (or individuals) granted access to AMA-reserved space may wish to present displays or signage for various purposes (eg, directional signs, donor names, etc.). In general, displays and signage must be limited in size and prominence. Promotional or sponsorship signs (eg, listings of sponsors/contributors), in particular, should be of modest size, should use modest sized typefaces, and should not be the most prominent part of any display or exhibit. Larger signs, such as banners, are inappropriate. In all cases, signs should be prepared to comport with AMA's standard sign templates; specifications are available from the Office of House of Delegates Affairs. These restrictions apply to all AMA-reserved space, including the HOD exhibit area and areas in proximity to the HOD meeting room as well as other areas of the meeting venue where, for example, functions such as receptions take place.

Displays or signage that feature corporate entities or include corporate logos, other than logos of affiliated AMA entities such as the AMA Insurance Agency, the AMA Foundation, the AMA Alliance, AMA programs or logos of societies seated in the House of Delegates, are not generally allowed. Requests for exceptions must be presented in advance to the Office of House of Delegates Affairs for approval by the Speakers. The Speakers' review will consider the relationship of the proposal to the AMA's mission and purpose and any potential for misperception about the relationship between the proposal and the AMA's governance functions.