



## 2025 Exhibitor

### Ancillary Meetings & Exhibitor Functions

**DEADLINE: 21 March 2025**

All exhibitors will be required to inform ISMRM of any and all functions they are planning regardless of the location or arrangements by **Friday, 21 March 2025**. Failure to notify the ISMRM of ancillary and function events will result in the forfeit of priority points. Requests will be processed and confirmed on a first-come, first-served basis. If you wish to reserve a parlor or a suite in the hotel for a hospitality function, this is considered part of a sleeping room reservation and must be requested on the CHM hotel booking link found in the 2025 Exhibitor Service Kit.

Any shuttle service activities being planned on the grounds of the Hawai'i Convention Center must absolutely be reported to the ISMRM Director of Meetings. E-mail Jennifer Clark ([jennifer@ismrm.org](mailto:jennifer@ismrm.org)) or call +1 (510) 841-1899.

- Requests for meetings and social functions **must** be made in writing to Jennifer Clark, Director of Meetings ([jennifer@ismrm.org](mailto:jennifer@ismrm.org)) in order to avoid conflicts with the ISMRM official program.

**MEETING POLICY:** Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program.  
ISMRM official program hours (subject to change):

Sunday, 11 May 2025	18:00 - 20:00
Monday, 12 May 2025	07:00 - 18:00
Tuesday, 13 May 2025	07:00 - 18:00
Wednesday, 14 May 2025	07:00 - 18:00
Thursday, 15 May 2025	08:00 - 21:00

There will be an opening reception in the Exhibit Hall on the evening of Sunday, 11 May 2025 from 18:15-19:45 and events may be held after the Opening Reception has ended. Exhibitors are not permitted to hold any events on Thursday, 15 May 2025 as attendees will be invited to the ISMRM Closing Party directly after the official program hours.

**SPECIAL REQUESTS:** Should you wish to ask for special consideration to host your meeting during the official program, although highly discouraged, please submit your request in writing explaining how many and who will be the attendees of your meeting. All special requests will be reviewed by the Program Committee Chair. Requests for consideration must be made through the Director of Meetings.