



Annual Education Conference and Trade Show (AEC) Ancillary Events Policy

Background

The California School Boards Association (CSBA) recognizes that the Annual Education Conference and Trade Show (AEC) attendees seek to maximize their networking opportunities and fulfill their professional responsibilities while at a location with so many of their colleagues. To accommodate this need, CSBA will consider the provision of time and space in CSBA-controlled meeting facilities (affiliated hotels) for events which do not compete or conflict substantially with the official program.

Definition of Ancillary Events

Ancillary Events are non-CSBA-sponsored special group events held in conjunction with AEC. Ancillary Events are not planned or sponsored by CSBA. Ancillary Events include:

- **Business Meetings:** A small gathering of individuals which may also include some related experts in the field of discussion.
- **Focus Group:** A small gathering of people selected to participate in a discussion to elicit feedback or perceptions on a specific topic or area of interest.
- **Social Events:** Receptions, dinners, alumni events, and/or reunions.

How to Submit Application for Ancillary Event

Any *Organization* that wishes to schedule an ancillary event must [submit an application](#) alerting CSBA of its intentions. Upon CSBA's approval, the *Organization* must coordinate logistical details directly with the meeting facility once given the appropriate contact by CSBA. All logistics costs associated with holding an ancillary event (e.g., audio-visual, food and beverage requirements, internet billing arrangements, marketing, etc.) are the responsibility of the *Organization*, not CSBA. Requests will be considered on a space available basis. All requests are scheduled at CSBA's discretion and cannot compete or conflict substantially with the official program. To be considered by CSBA, a request for an ancillary event must be received by **Tuesday, Nov. 10, 2026**. *Note: Organizations seeking to host events offsite must also secure prior approval.*

Assignment of Space

If approved, space may be made available at CSBA-controlled meeting hotels only. Once an event is approved, the *Organization* may reach out to any of the hotels within CSBA's block. A link to the AEC housing page can be found [HERE](#). The *Organization* is responsible for making all further arrangements for the ancillary event and all costs (e.g., audio-visual, food and beverage requirements, internet billing arrangements, marketing, etc.) directly with the hotel.

Approval Standards for Ancillary Events

When evaluating applications for ancillary events, CSBA considers several factors to ensure alignment with the overall goals of the Annual Education Conference and Trade Show (AEC). These include the event's purpose and its alignment with the professional development and



networking objectives of AEC, whether the event complements rather than competes or conflicts with the official program schedule, and the availability of suitable space at CSBA-controlled facilities. CSBA also assesses the appropriateness of the event's target audience, its compliance with CSBA policies, and whether it upholds the professional standards and reputation of AEC.

In addition, the following guidelines apply:

- Events with more than 25 attendees scheduled during or overlapping with general sessions, breakout sessions, or meal functions are strongly discouraged and are unlikely to be approved.

CSBA's Role

CSBA does not assist with the planning, funding, or management of ancillary events. The *Organization* should study all function contracts made with the meeting facility carefully before signing, paying special attention to cancellation clauses. In the event of a cancelled ancillary event, the *Organization* is responsible to the hotel or facility for lost revenue. CSBA does not accept any liability for cancelled ancillary events.

Prohibition of Use of CSBA and/or AEC Logo

Except for use of a CSBA Business Partner/Affiliate logo by an active CSBA Business Partner or Affiliate, an *Organization* may not represent CSBA or AEC as co-sponsoring an ancillary event. Use of the CSBA or AEC logo, trademark, or name to publicize an ancillary event is prohibited. For inquiries regarding logo usage for ancillary events or to request permission, please contact aec@csba.org.

Signs/Advertising

The *Organization* must have authorization from CSBA to display signs or distribute brochures or promotional materials in any of the public or registration areas of the conference center or hotel. CSBA will allow the *Organization* to display signage outside the meeting room on the day of the event. All signage and displays are required to be pre-approved by CSBA, and must be removed at the end of the event. Any costs associated with the distribution of authorized promotional materials are the responsibility of the *Organization*. The deadline to receive approval from CSBA is **Thursday, Oct. 29, 2026**.

Program Listing

To support and help promote ancillary events, CSBA will include the following ancillary event information in CSBA's AEC App: (1) Title; (2) Date/time; (3) Location and (4) Room. No other promotion of ancillary events is available through CSBA at this time. To be listed in CSBA's AEC App, the appropriate title, date, and time of your event must be provided prior to **Thursday, Oct. 29, 2026**.

Breach of Policy

The *Organization* of ancillary events must adhere to these rules and guidelines. To complete the ancillary application, the *Organization* must check the box that they have read and agree to the rules and guidelines. Failure to adhere to the policy may result in either or both of the following actions: (1) Refusal to allow the *Organization* to list the information on the Schedule of Events; (2) Refusal to allow the *Organization* the opportunity to hold an event in the future.