



At the Winston Fellowship, we make every effort to ensure that the Health Policy Ball complies with all government ethics laws. Our policies and procedures are designed to protect our guests and sponsors from inadvertently violating these rules. They also assure the ethics officers that the government officials we invite are attending a legitimate, ethically appropriate event. If you have any questions about our policies, please do not hesitate to let us know. In order to meet these and other practical goals, we have developed the following procedures.

Congressional and Administration guests are invited and assigned to tables by the Fellowship and should not accept invitations directly from table sponsoring organizations. Please do not invite or seat any Congressional or Administration guests at your table unless they have been assigned by the Fellowship. Doing so may place these individuals, yourselves, and others in danger of violating ethics rules.

The Fellowship will identify those government officials who will be invited to attend the Ball. Since the number of government officials invited is determined by the number of seats sponsors donate back to the Fellowship, for this purpose please consider donating a seat at your table to the Fellowship.

The Fellowship extends Ball invitations directly to government officials and receives their RSVPs. The Fellowship then assigns government invitees and their guests to sponsor tables throughout the room.

After the Fellowship assigns the government guest to a table, both the table sponsor and the government guest are notified of the seating assignment. The Fellowship cannot, of course, guarantee the ultimate attendance of the government guest and encourages table sponsors to coordinate with the assigned guest(s) prior to the Ball to ensure attendance and to coordinate a meeting place. Prior to the Ball, if the government guest notifies the Fellowship that they will not attend, the Fellowship will contact the sponsor as soon as possible. If the government guest notifies the table sponsor that they will not attend, the Fellowship requests that the table sponsor notify us as soon as possible so that we can attempt to assign another guest to the table.

If a table sponsor invites a government guest directly, the Fellowship may have to consider withholding an invitation to that sponsor in the future.

Payment for table reservations is due to the Fellowship by January 11, 2019. Table reservations that are not paid by January 14th will be released to the waiting list.

Cancellation Policy: Cancellations received prior to November 16, 2018 will not incur a cancellation fee. Cancellations received between the following dates will be assessed a cancellation fee:

DATE CANCELLATION FEE

From Nov 6 - Dec 7	15%
From Dec 7 - Jan 14	25%
After Jan 14, 2019	Not eligible for refund

The Fellowship recognizes that some sponsors consider hosting parties held in conjunction with the Health Policy Ball. Our policy on sponsor hosted parties is consistent with our policy for the Ball itself. Should the cancellation fee not be paid in full before March 1, 2019, the Fellowship may consider withholding an invitation to sponsor a table in the future.

Ethics approval for government guests to attend the Ball extends only to the reception, dinner, and dance hosted by the Fellowship. Table sponsors who hold a separate event must inform invitees that they should obtain separate ethics approval to attend that event.

Table sponsors who opt to hold an event must send a copy of the invitation list for government invitees to the Ball staff (ball@winstonfellowship.org) no later than January 22, 2019, and before sending invitations to their event. Our staff will review the list and indicate to the sponsor any government invitees on the invitation list who have not been invited to the Ball. To avoid confusion over seating at the Ball, table sponsors tasked to invite only government guests to sponsor-hosted events who are also invited to the Ball.

To avoid confusion, table sponsors may not reference the Winston Health Policy Ball or use the name "Winston," "Health Policy Ball" or "Winston Health Policy Fellowship" in their invitations.

