



NEUROSURGERY

THE PRIVILEGE OF SERVICE

APRIL 28-MAY 2 • NEW ORLEANS

2018 AANS ANNUAL SCIENTIFIC MEETING



Satellite Symposium Guidelines

Introduction

The American Association of Neurological Surgeons (AANS) is pleased to present these guidelines for hosting a Satellite Symposium in conjunction with the 2018 AANS Annual Scientific Meeting in New Orleans. This effort is due in part to an interest expressed by corporate supporters to be able to host marketing or educational programs related to neurosurgery during the 2018 AANS Annual Scientific Meeting.

As the premier neurosurgical society, the AANS will provide you with a unique marketing opportunity to meet and network with more than 3,200 attendees as they learn new concepts and seek out innovations. Now is the time to consider tapping into this wealth of knowledge and buying power with an opportunity that only happens once a year.

Description and Format

Satellite Symposia are:

- Planned and implemented by an organization outside the AANS;
- Available only to 2018 AANS exhibiting companies;
- Not endorsed by the AANS;
- Not part of the 2018 AANS Annual Scientific Meeting official program;
- Educational programs* which may or may not offer CME credit; or
- A research or marketing program involving the attendees.

Acceptable formats for Satellite Symposia include presentation by speakers, panel discussions, films, video presentations, product demonstrations and focus/research groups.**

*Educational program: Any activity that includes formal presentations, demonstrations and is designed to educate. Please note: CME credit may be offered in conjunction with a 2018 Satellite Symposium. The symposium organizer is responsible for acquiring CME credit. The AANS will not be responsible for the provision of CME.

**Focus/Research Groups: Any meeting or group where the key objective is to research and garner opinions.

Benefits

Pre-registration Meeting Attendee Mailing List

Your Satellite Symposium fee includes one complimentary pre-registered meeting attendee mailing list – one-time use. We cannot guarantee the mailing list prior to March 22, 2018 (the advance registration deadline), as many attendees wait until the deadline to register.

Any and all invitations or solicitations to attend an industry-supported Satellite Symposium must receive AANS approval prior to production, distribution or posting. All materials

must contain the following statement: “This event is neither sponsored nor endorsed by the AANS.” Once approved, any proposed revisions must be submitted to AANS. If you are marketing the symposium on your website, also include your website address with the marketing materials you are submitting.

Invitations and announcements addressed to attendees should clearly indicate the name(s) of the organization(s) funding the program. Promotional materials of any kind may not use the 2018 AANS Annual Scientific Meeting artwork or the AANS logo. These rules apply to materials developed for use before, during and after the conference, including signage. Please do not go to print with any materials before they have been approved by the AANS. Allow 3 business days for approval of submitted samples.

For purposes of clarity, the AANS respectfully suggest you include the following on advertisements, invitations or mailings that apply to your event:

- Pre-registration is required; only pre-registered attendees will be allowed entry.
- Pre-registration is preferred; however, onsite registration will be accepted (based on space availability).
- The symposium is only open to health care professionals.
- The distribution of literature, invitations, etc., is to be confined to your assigned exhibit space at the Ernest N. Morial Convention Center. As stated in the Exhibitor Rules and Regulations, which are included in the Exhibit Prospectus, anyone canvassing outside their exhibit booth will be asked to dismantle their exhibit immediately and vacate the meeting. Please note: approved hotel room door drops do not apply and are encouraged.

Additional costs incurred for production or postage of invitations is the responsibility of the symposium organizer.

Satellite Symposium Guidelines

Complimentary Web Posting

The AANS will list your Satellite Symposium on the AANS website (2018 AANS Annual Scientific Meeting page). Only completed and approved applications submitted with full payment by Friday, Jan. 5, 2018, will be included in the 2018 AANS Meeting App under the “Industry Seminars” section.

Onsite Promotion

You may have one sign at the door of the symposium room. The AANS will remove additional signs without notice. Signs may also be placed within the exhibit space assigned to the symposium organizer. Signs may not be placed inside or around the Ernest N. Morial Convention Center or at any hotel meeting place. All sign placement is at the discretion of the AANS.

ACCME Guidelines

Industry-supported Satellite Symposia may offer *AMA PRA Category 1 Credit(s)*[™]. The AANS does not provide CME credit for these programs. Those wishing to offer CME credit for their symposium will need to obtain credit from another accredited CME provider/accredited sponsor (hospital, university, etc.)

All industry-supported Satellite Symposia offering CME must be held in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME), including but not limited to the Standards for Commercial Support of Continuing Medical Education. To view the ACCME guidelines and the Standards for Commercial Support of Continuing Medical Education, please visit www.accme.org

Symposium Schedule

Requests for a specific date require AANS approval and may not overlap with 2018 AANS Annual Scientific Meeting programming or events. The AANS will divide applications by event topic, to avoid duplicate topics occurring on the same evening. Requests will be taken on a first-come, first-served basis and are based on approval by the AANS Scientific Program Committee, as well as space availability at the hotels designated by the AANS. You will be contacted if your requested date cannot be accommodated, and full payment will be returned. The AANS has designated the following dates and times for Satellite Symposia programs:

Symposium Dates and Times

Saturday, April 28.....	6-10:30 p.m.
Sunday, April 29.....	Not Available
Monday, April 30.....	6-10:30 p.m.
Tuesday, May 1.....	6-10:30 p.m.

Application Process and Deadline

All Satellite Symposium proposals can be submitted using the attached application. Only completed applications accompanied by payment will be considered. The application and all required documentation must be completed and sent to the AANS by Friday, Jan. 5, 2018, to be included in the 2018 AANS Annual Scientific Meeting App. Acceptance of all applications received after Jan. 5, 2018, will be dependent upon availability. Notification will be sent within two weeks of receipt.

Review Process

All applications will be submitted to the AANS Scientific Program Committee for approval on a first-come, first-served basis. Acceptance for industry-supported Satellite Symposia will be based on topic, scientific content and space availability at the hotels designated by the AANS. You will be notified in writing if the application has been approved. If approved, all revisions to a symposium’s content or format must be communicated to the AANS in writing.

Symposia Fees

Satellite Symposia fees are \$12,500 per program. Payment must accompany the application and should be made payable to the American Association of Neurological Surgeons.

Please forward full payment and all required documents to:

Kim Schrader, Exhibits Manager
American Association of Neurological Surgeons
5550 Meadowbrook Drive
Rolling Meadows, IL 60008-3852
Phone: 847.378.0552
Email: kls@aans.org

Funds submitted will not be deposited by the AANS unless the symposium is approved. If the symposium is declined, full payment will be returned to the applicant.

Once approved, it is your organization’s responsibility to establish a contract with the hotel. Approved applicants will cover all costs relating to the Satellite Symposium (e.g. any fees incurred by the hotel for meeting room rental, audio visual equipment, catering, hotel room door drops, etc.) It is also your organization’s responsibility to market this event, register attendees and all on-site management.

Satellite Symposium Guidelines

Cancellation Policy

Once approved, AANS must be notified in writing of the cancellation of an industry-supported Satellite Symposium. For cancellations received by close of business day on Friday, Feb. 9, 2018, the AANS will issue a refund of 80 percent (or \$10,000). No refunds will be issued for cancellations received on or after Saturday, Feb. 10, 2018.

General Information

No Implied Endorsement

Industry-supported Satellite Symposia are considered unofficial programs (not supported by the AANS). Therefore, there can be no implications in any promotional materials or mailers that the symposia programs are presented in cooperation with, planned by, hosted by, endorsed or sponsored by the AANS. The use of the 2018 AANS Annual Scientific Meeting artwork is strictly prohibited. Additionally, the AANS does not provide CME credit for these programs.

Housing

For your convenience, the AANS will include discount housing information with your confirmation letter. You will be required to make your own reservations (housing information should be completed for symposia faculty as it is for exhibit booth personnel). Exhibitor housing information can be found via the online housing page at www.aans.org/AANS2018.

Audio Visual

The AANS official audio visual contractor can assist you with your equipment requirements. Audio visual charges are the responsibility of the symposium organizer.

Freeman Contact: James Harris
james.harris@freemanco.com

Disclaimer

The AANS is not responsible for unsatisfactory attendance and/or marketing of the industry-supported Satellite Symposia. It is the responsibility of the symposium organizer to market this event. Advance marketing is critical to attracting the appropriate audience. For marketing suggestions, please contact Kim Schrader, AANS Exhibits Manager at kls@aans.org.

The opinions presented at your session are solely those of the speaker and the symposium organizer. They do not represent the opinion of the AANS. The AANS does not review the full presentations or evaluate the products or services discussed at these sessions, and makes no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.

The AANS does not provide CME credit for these programs. AANS reserves the right to have an AANS staff member or volunteer leader onsite to monitor the scope and content of your symposium. The symposium organizer holds the AANS harmless from any/all claims that may result from your symposium.

Violations

To protect the integrity and quality of the Satellite Symposia programming and to ensure a successful outcome for all parties involved, the AANS requires each applicant to agree that they, their employees, speaker(s), program organizers and the symposium organizer will observe all applicable AANS guidelines identified in this agreement. The AANS, at its sole discretion, reserves the right to revoke privileges for future meetings for any organizer of the program involved in planning an unofficial symposium that does not comply with these guidelines and/or the additional exhibitor rules and regulations included in the Exhibitor Prospectus pertaining to these unofficial events.

Violations of the AANS industry-supported Satellite Symposia guidelines will result in one-year probation. During the probationary period, the AANS will accept no applications for review of any programs from the symposium organizer. All symposia organizers are responsible for ensuring that their company representatives and/or agents adhere to all these guidelines and/or the additional exhibitor rules and regulations included in the Exhibitor Prospectus pertaining to these unofficial events. Violations may jeopardize future exhibiting status.

Extend Your Reach with Promotional Opportunities

Hotel Room Door Drop Program

The hotel room door drop program provides added visibility for your industry-supported Satellite Symposium. The door-drop service helps you reach late and onsite registrants whom mailings may miss and serves as a last-minute reminder to attendees who are planning their schedules. For more information, please contact Kim Schrader, AANS Exhibits Manager, at 847.378.0552 or at kls@aans.org.

For more information regarding industry-supported Satellite Symposia, or any other promotional opportunities, please contact:

Kim Schrader, Exhibits Manager
American Association of Neurological Surgeons
5550 Meadowbrook Drive
Rolling Meadows, IL 60008-3852
Phone: 847.378.0552
Email: kls@aans.org

Satellite Symposium Guidelines

Satellite Symposium Application

Application Deadline: Friday, Jan. 5, 2018

To be considered for approval for an industry-supported Satellite Symposia, the application must be filled out in its entirety. Please attach additional pages if needed.

Company Name: _____

Main Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Email: _____

Signature: _____

(Indicates you have read and agree to the terms and conditions of the AANS Satellite Symposium Guidelines)

Symposium Title (will be published in the App):

Description of Symposium:

Target Audience:

Approximate Attendance:

Learning Objectives and Goals:

continued on next page

Satellite Symposium Guidelines

Satellite Symposium Application *(continued)*

Planned Agenda:

Function Date (please indicate your first, second and third choice):

Saturday, April 28, 2018 _____ Monday, April 30, 2018 _____ Tuesday, May 1, 2018 _____

Time (symposiums are permitted between 6-10:30 p.m.): _____

Symposium to be held:

Local Restaurant _____

Headquarter Hotel

Room Set-up

Conference Set

U-shape

Cocktail Rounds

Classroom Set

Hollow Square

Other: _____

Theater Style (just chairs) Rounds of 8 or 10

(Please describe or attach diagram.)

Is there anything unique about your room set-up that we should be aware of when determining appropriate room size?

Yes

No

If yes, please explain: _____

Cancellation Policy

Requests for cancellations must be made in writing. Facsimile or email is accepted. Refunds will be made in accordance with the following schedule. Written cancellation of space:

■ Received by close of business on Feb. 9, 2018: forfeit 20 percent of the satellite symposium fee.

■ Received by AANS on or after Feb. 10, 2018: forfeit 100 percent of the satellite symposium fee.

Payment and Application

You may submit payment via: Check Wire Transfer

Please return completed application via email:

Kim Schrader, Exhibits Manager kls@aans.org

Or mail to:

Kim Schrader, Exhibits Manager

American Association of Neurological Surgeons

5550 Meadowbrook Drive

Rolling Meadows, IL 60008-3852

AANS Use Only:

Date and Time: _____ Location: _____