

WORLD OF NEUROSURGERY



Satellite Symposium Guidelines



The American Association of Neurological Surgeons (AANS) is pleased to present guidelines for hosting a Satellite Symposium in conjunction with the 2020 AANS Annual Scientific Meeting in Boston. This effort is due in part to an interest expressed by corporate supporters to host marketing or educational programs related to neurosurgery during the AANS Annual Scientific Meeting.

As the premier neurosurgical society, the AANS provides a unique marketing opportunity to meet and network with more than 3,000 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.

Description and Format

Satellite Symposia are:

- Planned and implemented by an organization outside the AANS;
- Available only to 2020 AANS exhibiting companies;
- Not endorsed by the AANS;
- Not part of the 2020 AANS Annual Scientific Meeting official program;
- Educational programs*; and/or
- A research or marketing program involving meeting attendees.

Acceptable formats for Satellite Symposia include speaker presentations, panel discussions, films, video presentations, product demonstrations and 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 2020 Satellite Symposium. The symposium organizer is responsible for acquiring CME credit. The AANS will not be responsible for the provision of CME.

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

Benefits

Pre-registration Meeting Attendee Mailing List

The Satellite Symposium fee includes one complimentary pre-registered meeting attendee mailing list for one-time use. We cannot guarantee the mailing list prior to March 28, 2020, as many attendees will wait until the advanced registration deadline of March 28, 2020, to register.

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 the AANS. If you are marketing the symposium on your website, include the website address with the marketing materials.

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 2020 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 three business days for approval of submitted samples.

Refer to the Exhibitor Prospectus for Exhibitor Rules and Regulations.

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

Satellite Symposium Guidelines

Complimentary Web and App Posting

The AANS lists Satellite Symposia on the AANS website (2020 AANS Annual Scientific Meeting page). Only completed and approved applications submitted with full payment by Monday, Jan. 6, 2020, will be included in the 2020 AANS 360 app under the “Industry Seminars” section.

Onsite Promotion

One sign at the door of the symposium room is permitted. 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 Boston Convention & Exhibition 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. To offer CME credit for a symposium, the hosting company must 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, visit www.accme.org.

Symposium Schedule

Requests for a specific date require AANS approval and may not overlap with 2020 AANS Annual Scientific Meeting programming or events. The AANS divides applications by event topic to avoid duplicate topics occurring on the same evening. Requests are taken on a first-come, first-served basis and are based on approval by the AANS Scientific Program Planning Subcommittee 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 25	6-10:30 pm
Sunday, April 26	Not Available
Monday, April 27	6-10:30 pm
Tuesday, April 28	6-10:30 pm

Application Process and Deadline

All Satellite Symposium proposals are 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 Monday, Jan. 6, 2020, to be included in the 2020 AANS 360 app. Acceptance of all applications received after Jan. 6, 2020, will be dependent upon availability. Notification will be sent within two weeks of receipt.

Review Process

All applications are submitted to the AANS Scientific Program Planning Subcommittee for approval. 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 be made payable to the American Association of Neurological Surgeons.

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 the company’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 the company’s responsibility to market the event, register attendees and provide all on-site management.

Satellite Symposium Guidelines

Cancellation Policy

Once approved, the AANS must be notified in writing of the cancellation of an industry-supported Satellite Symposium. For cancellations received by close of business on Monday, Feb. 3, 2020, the AANS will issue a refund of 80% (or \$10,000). No refunds will be issued for cancellations received on or after Tuesday, Feb. 4, 2020.

General Information

No Implied Endorsement

Industry-supported Satellite Symposia are considered unofficial programs (not endorsed 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 2020 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 includes 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/AANS2020.

Audio Visual

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

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, 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. The AANS reserves the right to have an AANS staff member or volunteer leader on site 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, as well as 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 a 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 and serves as a last-minute reminder to attendees who are planning their schedules.

For more information regarding industry-supported Satellite Symposia, hotel door drops or any other promotional opportunities, 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: Monday, Jan. 6, 2020

To be considered for an industry-supported Satellite Symposia, the application must be filled out in its entirety. Attach additional pages as 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 (published in the AANS 360 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 (indicate your first, second and third choice):

Saturday, April 25, 2020 _____ Monday, April 27, 2020 _____ Tuesday, April 28, 2020 _____

Time (symposiums are permitted between 6 - 10:30 pm): _____

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 the room set-up to consider when determining appropriate room size?

Yes No

If yes, please explain: _____

Cancellation Policy

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

- Received by AANS by close of business on Feb. 3, 2020: forfeit 20% of the satellite symposium fee.
- Received by AANS on or after Feb. 4, 2020: forfeit 100% of the satellite symposium fee.

Payment and Application Submission

Payment submitted via: Check Wire Transfer

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: _____