



**Child Neurology Society 39th Annual Meeting
October 13-16, 2010 / Providence, RI**

SATELLITE SYMPOSIUM AND ANCILLARY EVENT GUIDELINES

A. Guidelines for Meetings and Conferences

- **Request for Proposals/Support:** The Child Neurology Society (CNS) will accept proposals/support from potential sponsors and will serve as the sole contact agent for the CNS Satellite Symposia
- **Application Deadline:** All proposals for 2010 CNS Annual Meeting Satellite Symposia must be submitted to the CNS on or before June 2, 2010.
- **Review Schedule:** All Satellite Symposium and Ancillary Event Request Forms and event descriptions will be reviewed by the CNS Scientific Selection and Program Planning Committee. The committee is charged with ensuring that any symposium/function selected is consistent with the educational mission(s) of the CNS.
 - *Notice of acceptance will be issued by the CNS National Office on or before June 16, 2010.*
- **Review Criteria:** Proposals will be evaluated and selected based on the following criteria:
 - Direct participation of CNS Members in the planning and/or presentation of symposia
 - Participation of proposing/sponsoring organization in previous CNS Annual Meetings
 - Payment of Staging Fee to the CNS: \$50,000
- **Program Schedule:** Satellite symposia may not be scheduled in conflict with CNS Scientific Program or other officially sanctioned educational and/or social events without CNS approval. Consideration for satellite events proposed for the 2010 CNS Annual Meeting will be given for the following time period only:
 - **Thursday, October 14, 6:30 pm – 10:00 pm**
- **CME credit restrictions.**
 - CME credit for the CNS Annual Meeting Scientific Program is provided through the joint sponsorship of the CNS and the Minnesota Medical Association (MMA) and is restricted to educational activities solely planned and directly implemented by the CNS in cooperation with the MMA as part of the regularly scheduled CNS Annual Meeting. *Sponsorship of these educational sessions (unrestricted educational grants) is available and welcome. For more information, contact Roger Larson, Associate Director, CNS (rblarson@childneurologysociety.org)*
 - CME credit for all satellite symposia must be independently arranged and paid for by participating corporate sponsors. The CNS assumes no responsibility for CME accreditation of the satellite symposia and, in accordance with ACCME guidelines, cannot directly publicize or promote this activity. Provision for indirect publicity in the form of mailings, web links, newsletter ads, room drops, signage, etc. may be arranged in cooperation with the CNS in advance. Some arrangements may require payment of an additional fee.
- **Endorsement:** Use of CNS logo or other implicit endorsement of the satellite function is not permitted. Organizers may not use the CNS acronym in their Web site URLs or e-mail names.
- **Enduring Materials:** Symposium sponsors are invited to consider financial support for the development of enduring materials in partnership with the CNS. All enduring materials will require the pre-approval of the CNS National Office and CNS Executive Committee. Any excess of revenues over direct costs will accrue solely to the CNS. The CNS will retain joint rights with the sponsor to the publication and/or dissemination via the internet of material. Priority consideration will be given to material/programs hosted directly on the CNS website or published in Annals of Neurology (CNS holds joint partnership with the American Neurological Association in Annals of Neurology, published by Wiley & Sons, Inc.).
- **Financial Responsibility:** All expenses related to the satellite symposium will be paid by the sponsoring organization, including room rental, food and beverage, audiovisual services, speaker honoraria, publicity, and unrestricted educational grant. Unless otherwise arranged in advance by the CNS, billing and payment for these services will be handled directly between the sponsoring organization and the service vendor(s). An estimate of funds expended before the symposium will be provided to the CNS one month before the symposium dates; final accounting of symposium expenditures will be provided to the CNS within 60 days of the symposia.

- **Product Display/Demonstration:** Displays and/or demonstrations of commercial products and/or literature are not permitted during satellite and ancillary events. Satellite and ancillary event speakers may refer to a product as a reference tool during their presentation; however, a complete demonstration or display of the product is not permitted. Live exhibits cannot be accommodated at the meeting. Exhibit space is available for product demonstration. An exhibitor prospectus will be mailed upon request beginning in June 2010.
- **Program Listing:** Satellite symposia held in the Annual Meeting city (2010--Providence) that are open to all annual meeting registrants may be listed in the *Preliminary Program* and the *Program*.
- **Room and AV Set-up:** Organizers holding events in the Meeting Hotel and/or Convention Center are required to utilize and independently contract with the Society's AV contractor (2010 – PSAV) for their event. If additional expenses to the CNS are incurred as a result of room preparation (e.g., setting up or tearing down of CNS program seating arrangements), the organizer of the event will be held responsible and will be billed for these charges.
- **Room Charge:** The Child Neurology Society will provide rooms when possible, but cannot guarantee that a room rental charge will not be required. In most cases, a room rental charge will be assessed if significant food and beverage are not ordered by the sponsor. Coffee breaks, continental breakfast, and cash bars are not considered "significant food and beverage" by most hotels.
- **Signage:** Signs for satellite and ancillary events may be placed outside the door entrance to the event the day of and the day before the symposium. Arrangements for directional signage for satellite and ancillary events must be made in advance with the CNS and the hotel/ convention center. Organizers are responsible for removing signage and meeting handouts, etc., from their assigned rooms at the conclusion of the event. Organizers will be assessed a cleaning fee for any materials left behind.
- **Ancillary Meetings.** Commercial and non-profit entities providing financial support for the CNS Annual Meeting may hold small meetings that do not involve CNS members and/or meeting attendees during CNS Scientific and/or Social Program. Meeting space must be arranged through the meeting hotel subject to CNS approval. Scheduling priority will be given to satellite symposium sponsor(s) to facilitate planning and staging of satellite function. Satellite sponsor assumes full responsibility for all expenses related to ancillary meeting(s).

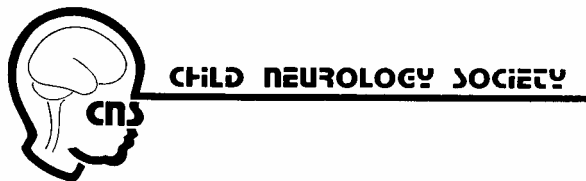
B. Child Neurology Society Responsibilities

- Assign function room(s) for your event.
- Confirm function room assignment(s) with the organizer and provide the contact information for the convention service manager who will coordinate your function.
- Provide CNS Membership Mailing list for one printed mailing, pending CNS approval of publicity to be mailed to members. Multiple use of list available at additional cost; approval required for each mailing.
- Provide one free blast e-mail directed to full CNS membership with link to satellite symposia information and registration website. Additional blast e-mails available at cost.
- Provide free link to website publicizing event including one free three-day ("What's New?") featured link. Multiple featured links available at cost.

C. Sponsor/Organizer Responsibilities

- Return the Satellite Symposium Request Form(s) by the **receipt deadline of June 2, 2010**.
- Provide check representing payment in full of staging fee on or before June 23, 2010. Non-receipt of payment will imply negative intent to stage satellite and will result in reassignment of rights to another applicant.
- Arrange for review, approval, and awarding of CME credits from an approved commercial or non-commercial CME provider *other than* the CNS/MMA.
- Confirm room assignment(s) and room setup(s) with the facility contacts
- Obtain menus and order and confirm all food and beverage requirements from the facility contact(s).
- Assume financial responsibility for services and equipment ordered, including setup/teardown labor and room rental fees.
- Announce at beginning of event that it is not sponsored by, nor is CME credit for this event provided by the CNS.
- Order all signage for event, subject to approval of the CNS.
- Remove signage and meeting materials (i.e., handouts) from assigned rooms at the conclusion of the event.
- Inform the CNS of any changes, additions and/or cancellations of equipment that occur on-site. Organizers will be responsible for charges incurred if the Society is not notified of all on-site changes that affect invoicing.

RECEIPT DEADLINE DATE—June 2, 2010
Proposal Selection Announced June 16, 2010
Signed waiver/agreement & Staging Fee Due June 23, 2010



Child Neurology Society 39th Annual Meeting
October 13-16, 2010
Providence, RI

SATELLITE SYMPOSIUM AND ANCILLARY EVENT REQUEST FORM

A. CONTACT INFORMATION:

Organization:	
Contact (Name & Title):	
Add 1:	Add 2:
City/State/Zip	Tel#
E-mail:	Fax#

B. EVENT DESCRIPTION

Title of Event: _____

Please list faculty members (with institutional affiliation) and title of presentations

Moderator _____ : **Inst Affiliation:** _____

Faculty #1: _____ : **Inst Affiliation:** _____

Presentation: _____

Faculty #2: _____ : **Inst Affiliation:** _____

Presentation: _____

Faculty #3: _____ : **Inst Affiliation:** _____

Presentation: _____

Faculty #4 _____ : **Inst Affiliation:** _____

Presentation: _____

C. LOGISTICAL NEEDS

(NOTE: Room assignment will be made based on information provided below)

FACILITY - Louisville Marriott Hotel

ANTICIPATED ATTENDANCE: _____

SETUP DESIRED

(Additional charges may accrue for teardown/set-up if room-set other than "Theater" used)

~ Theater:

~ Classroom

~ Banquet (rounds/ovals of 8 or 10)

~ Dais/ Head Table Specs: _____

~ Reception (open room, few chairs on perimeter)

~ Other: _____

STAGING EQUIPMENT (*Hotel or CNS-selected decorating/drayage and AV company must be used; satellite organizer responsible for placing order and arranging payment*)

~ Whiteboard/Blackboard: how many? _____

~ Posterboards (4 x 8): how many faces? _____

~ Standing lectern

~ Head table: number of persons: _____

~ Lectern microphone at standing lectern

~ Lavalier microphone: location: _____

(NOTE: If location is not indicated, lavalier microphone will be placed at the lectern.)

~ Head table microphones (quantity) _____

~ Floor microphones (quantity) _____

FOOD AND BEVERAGE REQUIREMENTS

(Final order and payment to be arranged independently with hotel)

~ Hors d'Oeuvres

~ Plated Dinner

~ Buffet

PUBLICITY

~ Comp set of CNS Membership Mailing Labels

OR

~ Comp set of CNS Pre-registrant List (available one-month before meeting)

~ Additional Mailing Lists @ \$475

~ Comp 3-day Feature Posting and link on CNS Website

~ Additional Posting and Link on CNS Website @ \$475/three-day posting

~ Hotel Room Drop (Cost assumed by organizer; CNS will provide Hotel facilitator/contact info)

D. SIGNED INTENT / RELEASE WAIVER

As organizer, I take full responsibility for the above-named event. By signing this waiver, I agree to abide by all guidelines for satellite symposia and ancillary events and do free the Child Neurology Society from any and all liability related to this event. Further, I agree to announce at the beginning of this event that it is not sponsored by the Child Neurology Society, and I agree to pay any and all costs that may accrue.

Organizer's name (typed/printed): _____

Organizer's signature: _____ Date: _____

Please return this form with event description, guidelines statement, and tax-exempt certificate (if applicable) to:

Roger Larson, Associate Director

Child Neurology Society

1000 West County Road E, Suite 290

St. Paul, MN 55126.

Tel: 651-486-9447; Fax: 651-486-9436

e-mail: rblarson@childneurologysociety.org

- **Application form must be received on or before June 2.**
- **Notification of acceptance or non-acceptance of application will be issued on or before June 16.**
- **Staging fee payable to "Child Neurology Society" must be received on or before June 23.**