

RECEIPT DEADLINE: April 1, 2017



**Child Neurology Society 46th Annual Meeting
October 4-7, 2017
Sheraton Crown Center
Kansas City, MO**

SATELLITE EVENT GUIDELINES

A. Guidelines for Satellite Events (Meetings, Courses or other CME or non-CME functions)

- **Request for Proposals/Support:** The Child Neurology Society (CNS) is the sole contact and authorizing agent for all Satellite Events held in conjunction with the CNS Annual Meeting.
- **Application Deadline:** All proposals for 2017 CNS Annual Meeting Satellite Events must be submitted to the CNS on or before **April 1, 2017**.
- **Review Schedule:** Applications for all satellite events held in conjunction with the CNS Annual Meeting will be reviewed by the CNS Scientific Selection and Program Planning Committee. The committee is charged with ensuring that any satellite event 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 April 15, 2017.**
- **Review Criteria: Proposals will be evaluated and selected based on the following criteria:**
 - Scientific merit of program and presenters with proper safeguards against bias
 - Participation by CNS members in planning and presentation
 - Participation of proposing/sponsoring organization in previous CNS Annual Meetings
 - Priority consideration will be given for sponsors providing additional direct commercial and/or unrestricted educational grant support of 2017 CNS Annual Meeting
 - Additional consideration will be given to Child Neurology Foundation Corporate Advisory Board members
 - **Payment of Staging Fee to CNS by May 15, 2017**
 - **\$50,000 (Thursday evening events; two concurrent events available)**
 - **\$25,000 (Friday morning or midday events; two concurrent events available each time)**
- **Program Schedule:**
 - Satellite events may not be scheduled in conflict with CNS Scientific Program or other officially sanctioned educational and/or social events without CNS approval. The following times are available:
 - **Thursday, October 5, 6:30 pm – 9:00 pm; two concurrent events, max 200 seats**
 - **Friday, October 6, 7:00 am - 8:15 am; max 100 seats**
 - **Friday, October 6, 12:30 pm - 1:45 pm; max 100 seats**
- **CME credit restrictions.**
 - CME credit for the CNS Annual Meeting Scientific Program is provided through the joint sponsorship of the CNS and Minnesota Medical Association and is restricted to educational activities solely planned and directly implemented by the CNS in cooperation with the Minnesota

Medical Association 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, CAE, Executive Director, CNS (rblarson@childneurologysociety.org)*

- **CME credit for all satellite events must be independently arranged and paid for by participating corporate sponsors.** In accordance with ACCME guidelines, the CNS will not directly endorse, 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. Additional fees apply.
- **Endorsement:** Use of CNS logo or other implicit endorsement of the satellite event is not permitted. Organizers may not use the CNS acronym in their Web site URLs or e-mail names.
- **Enduring Materials:** All enduring materials and/or on-line re-presentation of CME course material will require the pre-approval of the CNS National Office and CNS Executive Committee. Additional fees may apply.
- **Financial Responsibility:** All expenses related to satellite events are the responsibility of the independent CME provider and/or sponsoring organization, including but not limited to room rental, food and beverage, audiovisual services, honoraria, publicity, and securing of unrestricted educational grant(s). Billing and payment for these services will be handled directly between the independent CME provider and/or sponsoring organization and the service vendor(s). A summary financial report must be submitted to the CNS within 60 days of the event's completion.
- **Product Display/Demonstration:** Displays and/or demonstrations of commercial products and/or literature are not permitted during satellite events. Satellite event presenters may refer to a product as a reference tool during their presentation; however, a complete demonstration or display of the product is not permitted. No product demonstrations or promotions are allowed outside the designated meeting room. Exhibit space is available for product demonstration and promotion. An exhibitor prospectus will be posted on the CNS website beginning in May 2017.
- **Room and AV Set-up:** Organizers holding events in the Sheraton Crown Center are required to utilize and independently contract with the Child Neurology Society's AV contractor (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 event organizer 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 waived if significant food and beverage are ordered by the sponsor.
- **Signage:** Signs for satellite events may be placed outside the entrance to the event beginning at 8:00 am the day of the event. Arrangements for directional signage for satellite events must be made in advance with the CNS and the Sheraton Crown Center. Organizers are responsible for removing signage and meeting handouts, etc., from their assigned rooms within one hour of 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 staff meetings that do not involve CNS members during CNS Scientific and/or Social Programming. Meeting space must be arranged through the CNS. Scheduling priority will be given to satellite event providers to facilitate planning and staging of satellite session. Satellite sponsor assumes full responsibility for all expenses related to ancillary meeting(s).
- **Product Theaters vs Satellite Events/CME Sessions:** Up to four 30-minute product theaters will be available for product-specific informational/promotional communication as part of the annual meeting exhibits program. Product theaters, unlike Satellite events, are openly commercial non-CME sessions, shorter in length, smaller in room size capacity, lower in price, intended to serve as extensions of exhibit booth promotion of FDA-approved products. For more information, contact Sue Hussman (schussman@childneurologysociety.org).

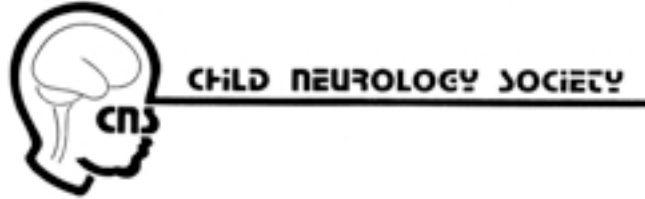
B. Child Neurology Society Responsibilities

- Assign room(s) for your event.
- Confirm room assignment(s) with the organizer and provide the contact information for the convention service manager who will coordinate your event.
- Provide one-time use of CNS Membership Mailing list beginning August 1, pending CNS approval of publicity to be mailed. List may be used twice at additional cost pending CNS pre-approval.
- Provide one free blast e-mail directed to full CNS membership with link to satellite event information and registration website. Additional blast e-mails available at cost.
- Provide free link from CNS website and meeting app to website publicizing event including one free three-day featured link. Multiple featured links available at cost. Links available on website one month before event and on meeting app beginning September 28, 2017.

C. Sponsor/Organizer Responsibilities

- Return the Satellite Event Request Form(s) by the **receipt deadline of April 1, 2017**.
- Provide check representing payment in full of staging fee on or before May 1, 2017. Non-receipt of payment will result in forfeiture of staging rights and reassignment of rights to another applicant.
- Arrange for review, approval, and awarding of CME credits from an approved commercial or noncommercial CME provider *other than* the CNS Joint CME Sponsor, the Minnesota Medical Association.
- Coordinate room assignment(s), room setup(s), and all food and beverage orders and payment with the Sheraton Crown Center convention services manager.
- Assume full 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 and pay for all signage related to the event, subject to approval of the CNS.
- Remove signage and meeting materials (i.e., handouts) from assigned rooms one hour after the event ends.
- 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.
- Coordinate post-meeting enduring material distribution and/or website posting with CNS.

RECEIPT DEADLINE DATE—April 1, 2017; Proposal Selection Announced April 15, 2017



**Child Neurology Society 46th Annual Meeting
October 4-7, 2017
Sheraton Crown Center, Kansas City, MO**

SATELLITE EVENT REQUEST FORM

Title of Event: “ ”

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

Moderator:

Inst Affiliation:

Presentation:

Faculty #1:

Inst Affiliation:

Presentation:

Faculty #2:

Inst Affiliation:

Presentation:

Faculty #3:

Inst Affiliation:

Presentation:

Faculty #4:

Inst Affiliation:

Presentation:

Logistics:

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

- 1) FACILITY - Sheraton Crown Center, Kansas City, MO
- 2) ANTICIPATED ATTENDANCE (max 200): _____
- 3) PREFERRED PRESENTATION TIME:

- Thursday, October 5, 6:30 - 9:00 pm (\$50,000 Staging Fee)
200 maximum attendees; **two concurrent events available**
- Friday, October 6, 7:00 - 8:15 am (\$25,000 Staging Fee)
100 max attendees; **two concurrent events available**
- Friday, October 6, 12:30 - 1:45 pm (\$25,000 Staging Fee)
100 max attendees; **two concurrent events available**

All other arrangements to be made independently with CNS-approved contacts at the Sheraton Crown Center, PSAV, and Freeman Decorating Co.

SIGNED INTENT / RELEASE WAIVER

As organizer, we take full responsibility for the content of the above-named event. By signing this waiver, we agree to abide by all guidelines for satellite events as outlined herein and do free the Child Neurology Society from any and all liability related to this event. We agree to make clear in all pre-event publicity and at the beginning of this event that it is not sponsored by the Child Neurology Society,. We agree to pay any and all costs for services requested.

Organizer’s name (typed/printed):

Contact name: _____

Title: _____

Signature: _____

Date: _____

Acknowledged:

By: _____

Date: _____

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

*Roger Larson, CAE, Executive 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*