



## Ancillary Meeting Space

The Child Neurology Society (CNS) Annual Meeting brings together over 1,100 professional attendees each October committed to the diagnosis and treatment of neurological diseases and disorders in children. This presents a prime opportunity for non-member partners of CNS—exhibitors, corporate supporters, non-profit patient advocacy and research organizations—to hold meetings and events in connection with the four-day CNS Annual Meeting. All ancillary meetings held in Charlotte in conjunction with the CNS Annual Meeting must adhere to the following guidelines.

### 1. **Non-Permissible Ancillary Meetings:**

The Child Neurology Society will be the sole provider of all educational and scientific programming from Monday, October 21 thru Saturday, October 26, 2019. No non-CNS ancillary meetings offering educational or scientific content are permitted during this time without the express written permission of the CNS in response to a detailed request submitted by July 15 to both Roger Larson, Executive Director ([rblarson@childneurologysociety.org](mailto:rblarson@childneurologysociety.org)) and Sue Hussman, Associate Director ([schussman@childneurologysociety.org](mailto:schussman@childneurologysociety.org)).

### 2. **Permissible Ancillary Meetings**

All meetings are by direct invitation only (ie, no public announcement or open invitation of annual meeting attendees)

- **Satellite Seminar/Symposia – SOLD OUT**
  - Must be staged in compliance with all times, spaces and other conditions outlined in the CNS Exhibitor Prospectus.
  - Limited availability with assignment based on date of application with priority based on level of CNS Annual Meeting sponsorship support
- **Product Theaters – SOLD OUT**
  - Must be staged in compliance with all times, spaces and other conditions outlined in the CNS Exhibitor Prospectus.

- Limited availability with assignment based on date of application with priority based on level of CNS Annual Meeting sponsorship support
- **Private food and beverage functions**
  - Corporate/executive staff may speak about their products and services, but non-corporate/staff educational speakers are prohibited. An educational speaker is a non-corporate/executive staff who is considered a subject matter expert in the field of child neurology-related diseases and disorders who may or may not be offered a fee for their speaking services.
  - Limit: 20 CNS meeting attendees. A list of invited CNS meeting attendees must be provided to CNS by Tuesday, August 20.
- **Investigator and/or Advisory Board Meetings**
  - Investigators involved in conducting research for the company and individuals who have provided consultation for the company.
  - Limit: 20 CNS meeting attendees. A list of invited CNS meeting attendees must be provided to CNS by Tuesday, October 1.
- **Press briefings, live in-house or livestream online**
  - Content must be pre-approved
  - Briefing must comply with any applicable embargo dates/times regarding CNS presentations; embargo is in effect until one hour after scheduled presentation time of poster review or platform session at which data is presented.
  - Briefings may not be scheduled in conflict with any CNS programming. Pre-approval is required; deadline: October 1
- **CNS member special interest group meetings** involving a group of special interest experts who are working on a joint project (e.g., NINDS grantees working on a collaborative clinical research trial) in collaboration with the entity requesting ancillary meeting space
  - A list of invited attendees must be provided to CNS by Tuesday, October 1, 2019. Primary organizers must be CNS members.
- **Patient advocacy groups or nonprofit organization meetings**
  - A list of invited attendees must be provided to CNS by Tuesday, October 1, 2019.
- **Exhibitor pre-conference meetings** for exhibit sales representatives

### 3. Applying for Ancillary Meeting Space

- Primary contact person for ancillary meeting request(s) is responsible for assuring that all vendors, speakers and meeting invitees understand and comply with all guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.
- Requests for ancillary meetings held during the CNS Annual Meeting must be submitted online and approved by CNS by August 16, 2019.
- **NOTE: Apply early; requests will be processed beginning AUGUST 10. Those waiting until the August 16 deadline—including those with high sponsorship/exhibitor priority points--may find all space has sold out.**

- A link to the Ancillary Meeting Room Request form will be available July 15, 2019 on the 2019 Annual Meeting page of the CNS website.
- Meeting space is limited; requests will be considered using the same priority point system used to determine exhibit booth space assignment.
  - Booth assignments will be made beginning August 1, with priority access to Ancillary Meeting Space going to sponsors, exhibitors.
- The CNS Annual Meeting HQ Hotel (Westin Charlotte) will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the CNS annual meeting without prior approval from CNS.
- Primary contact person/organization is responsible for all costs associated with the approved ancillary meeting (room rental, food/beverage, audio/visual, equipment, labor costs, etc.).
- It is the organizer's responsibility to work with the assigned convention service manager (not CNS) to make arrangements and finalize billing.

#### 4. Meeting Times

The following dates/times are available:

	All Day (7 am - 7 pm)	Morning (7 am - 12 noon)	Afternoon (12 noon - 7 pm)
	\$5000.00	\$3250.00	\$3250.00
<b>Tuesday, 10/22</b>	Limited availability	Limited availability	Limited availability
<b>Wednesday, 10/23</b>			
<b>Thursday, 10/24</b>			
<b>Friday, 10/25</b>			
<b>Saturday, 10/26</b>	Not available	Limited availability	Not available
<b>Leader Level</b>	Priority access; max 3 days ancillary space.		
	1st day: No charge; 2nd and/or 3rd Day: 30% discount		
<b>Partner Level</b>	Priority access; max 2 days ancillary space @ 30% discount		
<b>Supporter Level</b>	Priority access; max 1 day ancillary space, full price		
<b>Exhibitor</b>	Max 1 day ancillary space; access at full posted rates if ancillary space available		
<b>Non-supporter/exhibitor</b>	May apply for space available after Sept 20 at 2x posted rates		

#### 5. Promotional Material and Signage

- All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the CNS Annual Meeting.*

- Use of any CNS logo or annual meeting-specific branding on promotional materials is strictly prohibited.
- Brochures, posters, or marketing materials of any kind that contain a schedule of official CNS events are prohibited.
- Promotion of meetings is not permitted in/around the convention center, in the headquarter hotels, or through "room drops." This includes individuals walking or standing with signage.
- One (l) sign no larger than 28 x 44 is permitted outside of the meeting room. Pop-up banners and large exhibit style pop-up signs are prohibited.
- Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature.
- CNS reserves the right to remove signage in violation of the above guidelines without notice.
- Ancillary Events may not have exhibit tables and/or booths and may not model any kind of exhibit hall or exhibit function outside the meeting room.
- Poster presentations and/or displays (in either print or digital format) are permitted, so long as the scientific content being displayed or presented occurs after the poster abstract has already been presented at CNS and the embargo lifted by CNS.

## **6. Photo, Audio and Video Recording**

Requests to photograph, film, or audio record any ancillary meeting must be submitted during the online ancillary event request process. Details on the nature of the photography, filming or recording will be required.

- **Hospitality Suites @ Westin Charlotte**

Hospitality Suites may be contracted for at the Westin Charlotte observing the same time and fee schedule listed for the Charlotte Convention Center (e.g. CNS will authorize Westin Charlotte to contract for a full-day suite for one day upon payment to CNS of \$5000 fee).

- All requests for exhibitor hospitality suites (parlor suites connected to guest rooms) in hotels within the CNS room block must be submitted to the CNS before contacting the Westin Charlotte. Hospitality suites are best suited for use as lounges where food and beverages are typically provided for attendees to come and go as desired (ie, no AV and conference set-up as per advisory boards, etc).

## **7. Release and Indemnification**

The organizer of any ancillary meeting must agree that:

- It is solely responsible for the conduct and content of the ancillary meeting, and CNS has no such responsibility

- CNS approval of the ancillary meeting request signifies only that CNS will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting
- It will release, indemnify, defend, and hold harmless CNS and its officers, directors, employees, agents and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

#### **8. Important Notes:**

- CNS reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future CNS annual meetings and, if an exhibitor, their priority point standing may be impacted.
- Ancillary meetings are only permitted during hours pre-approved by the CNS. Once approved, any proposed changes in date and/or time of the ancillary meeting requires approval by CNS.
- Non-sponsors/exhibitors may request Ancillary Meeting Space after September 20
  - If available, space will be rented at 2x posted rates