



Proposals Accepted for Review: January 15 – February 5, 2019

SATELLITE EVENT GUIDELINES

Satellite Dinner Symposium:

- 2.5 hour independently accredited CME dinner symposium: non-commercial, non-product-specific educational session
- **Priority based on past and prospective sponsorship and exhibit profile**
- Thursday evening, October 24
- 125-175 attendees
- Staging fee: \$60,000
 - All other expenses paid by independent CME provider & grant provider
 - 50% of staging fee (i.e., \$30,000) will count toward sponsorship level acknowledgement and eligibility for ancillary meeting space. *

Satellite Seminar:

- 1.0 hour independently accredited CME seminar: non-commercial, non-product-specific educational session
- Three possible time slots:
 - Thursday afternoon (10/24)
 - Friday morning (10/25)
 - Friday afternoon (10/25)
- 75-100 attendees
- Staging fee: \$30,000
 - All other expenses paid by independent CME provider & grant provider
 - 50% of staging fee (i.e., \$15,000) will count toward sponsorship level acknowledgement and eligibility for ancillary meeting space.

*** NOTE: By comparison, 100% of unrestricted educational grants in direct support of CNS scientific programming will count toward sponsorship level acknowledgment and eligibility for ancillary meeting space. Eligible sessions will be identified with posting of sponsorship opportunities in March.**

PROCESS AND DEADLINES

1. **Proposal Submission Dates:** January 15 – February 5, 2019
Questions: rblarson@childneurologysociety.org
2. **Review**
Proposals will be reviewed by the CNS Scientific Selection and Program Planning Committee and the CNS National Office Staff.
3. **Review criteria:**
 1. Scientific merit of program and faculty with proper safeguards against bias
 2. Participation by CNS members in planning & presentation of content
 3. Past participation by proposing/sponsoring entity at CNS Annual Meetings
 4. Priority consideration given to sponsors providing additional direct commercial and/or unrestricted educational grant support for 2019 CNS Annual Meeting
4. **Notification of acceptance** will be sent by email on or after March 1, 2019
5. **CME credit**
 1. 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 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.
 2. CME credit for all satellite symposia/seminars must be independently provided and paid for by organizer. The CNS will not directly endorse or promote this CME activity. Publicity in the form of mailings, web links, newsletter ads, room drops, signage, etc. may be arranged with the CNS. **Additional fees apply.**
6. **Endorsement:**
Use of CNS logo or other forms of direct or indirect endorsement of the satellite event is not permitted. Use of “Child Neurology Society” or “CNS” in email addresses or URLs is prohibited.
7. **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. **Additional fees apply.**
8. **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 dis-

play 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 mid-March 2019.

9. **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.

10. **Audio Visual Services:**

Organizers holding events in the Charlotte Convention Center and/or the Westin Charlotte are required to utilize and independently contract with the Child Neurology Society's AV contractor (PSAV) for their event. If additional expenses are incurred by the CNS 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.

11. **Room Charge:**

The CNS will provide rooms when possible, but cannot guarantee that an additional room rental charge will not be required. In most cases, a room rental charge will be waived with significant food and beverage order paid for by the sponsor.

12. **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 Charlotte Convention Center and/or the Westin Charlotte. 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.

13. **Ancillary Meetings.**

Commercial and non-profit entities providing financial support for the CNS Annual Meeting may hold small meetings with staff (max 15) and/or attendees (max10) in ancillary meeting space rented from the CNS. Access and scheduling priority will be given to sponsors based on overall level of financial support. Sponsor assumes full responsibility for all expenses related to ancillary meeting(s).

14. **Questions?**

Roger Larson, CAE

rblarson@childneurologysociety.org

ROLES & RESPONSIBILITIES

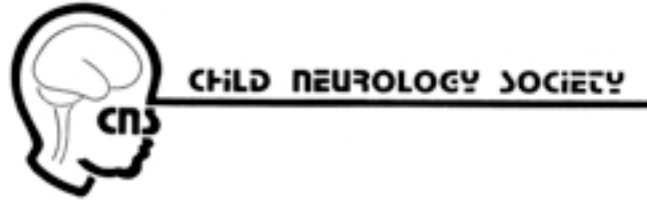
Child Neurology Society Responsibilities

- 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 one free link from CNS website and meeting app to sponsor/organizer website publicizing event. Multiple featured links (max 3) available at cost. Links available on CNS website one month before event and on meeting app two weeks before event.

Sponsor/Organizer Responsibilities

- Return the Satellite Event Request Form(s) by **February 5, 2019**.
- Provide check representing payment in full of staging fee within 30 days of acceptance email from CNS. Non-receipt of payment will result in forfeiture of staging rights and re-assignment 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 Charlotte Convention Center and/or the Westin Charlotte service manager(s).
- Assume full financial responsibility for services and equipment ordered, including setup/teardown labor and room rental fees.
- Order and pay for all signage related to the event, subject to approval of the CNS and Charlotte Convention Center and/or the Westin Charlotte.
- Contract for services with PSAV a minimum 60 days before event. CNS will provide contact information.
- 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.
- Announce at beginning of event that it is not sponsored by, nor is CME credit for this event provided by the CNS.
- Coordinate post-meeting enduring material distribution and/or website posting with CNS.

**RECEIPT DEADLINE DATE—February 5, 2019
Proposal Selection Announced March 1, 2019**



**Child Neurology Society 48th Annual Meeting
October 23-26, 2019
Charlotte Convention Center & Westin Charlotte**

SATELLITE EVENT REQUEST FORM

Title of Symposium/Seminar: “ ”

Abstract (please submit on separate sheet/file 250-500 word educational objectives)

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 - Charlotte Convention Center and/or the Westin Charlotte

2) ANTICIPATED ATTENDANCE: _____

3) PREFERRED PRESENTATION TIME:

Thursday, October 24, 7:00 - 9:30 pm (\$60,000 Staging Fee)
175 maximum attendees

Thursday, October 24, 4:30 - 5:30 (\$30,000 Staging Fee)
100 maximum attendees; two concurrent events may available

Friday, October 25, 12:30 - 1:30 (\$30,000 Staging Fee)
100 maximum attendees; two concurrent events may available

All other arrangements to be made independently with CNS-approved contacts at the Charlotte Convention Center and/or the Westin Charlotte, 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: _____

Please return this form with event description, guidelines statement, and tax-ex-empt 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