



Proposals Accepted for Review: March 5 – April 15, 2020
Selection Notification Sent May 20, 2020

INDUSTRY SPONSORED EVENT GUIDELINES: CME Symposia

CME Lunch or Dinner Symposia:

- 2-hour independently accredited CME lunch or dinner symposium: non-commercial, non-product-specific educational session
- 6 opportunities available, 2 each day:
 - Tuesday (10/20):
 - 12:00 pm – 2:00 pm
 - 5:30 pm – 7:30 pm
 - Wednesday (10/21):
 - 12:00 pm – 2:00 pm
 - 5:30 pm – 7:30 pm
 - Thursday (10/22):
 - 12:00 pm – 2:00 pm
 - 5:30 pm – 7:30 pm
- 120 attendees: banquet style
- Staging fee: \$50,000. All other expenses paid by contracting vendor

PROCESS AND DEADLINES: Product Theaters

1. **Proposal Submission Dates:** March 5 – April 15
Questions: rblarson@childneurologysociety.org
 2. **Review criteria:**
 1. Scientific merit of program and faculty
 2. Past participation by proposing/sponsoring entity at CNS Annual Meetings
 3. Priority consideration given to sponsors providing additional direct commercial and/or unrestricted educational grant support for 2020 Joint CNS-ICNA Meeting
 3. **Notification of acceptance** will be sent by email May 20, 2020
 4. **Endorsement:**

No product or corporate endorsement may be stated or implied. Use of CNS and/or ICNA logo or other forms of direct or indirect endorsement of the independently accredited CME session is strictly forbidden. Use of “Child Neurology Society,” “International Child Neurology Association,” “CNS,” “ICNA” or any combination of the aforementioned entities in email addresses or URLs is prohibited. Announcement must be made at beginning of event that it is not sponsored by or endorsed by CNS or ICNA, nor is CME credit available for this event.
 5. **Enduring Materials:**

All enduring materials and/or on-line re-presentation of CME course material will require review/pre-approval of the CNS. ***Additional fees may apply.***
 6. **Product Display/Demonstration:**

No product demonstrations or promotions are allowed outside the designated meeting room. Exhibit booth space is available for product demonstration and promotion. An exhibitor prospectus will be posted on the CNS website beginning mid-March 2020.
 7. **Financial and other Contractual Responsibilities (See page 3 below)**
 8. **Hotel Sleeping Rooms.**

Special contractual arrangements with our joint meeting partner, the International Child Neurology Association (ICNA) precludes making rooms available to Industry Sponsored Events organizers within the CNS-ICNA reserved block. CME Organizers are responsible for independently securing and paying for hotel sleeping rooms at one or more of the many surrounding hotels and/or AirBnB options.
- **Questions?**

Roger Larson, CAE
rblarson@childneurologysociety.org

ROLES & RESPONSIBILITIES

Child Neurology Society Responsibilities

- Send notification of acceptance/non-acceptance and room/date assignment May 20.
- Provide successful applicant's contact information to San Diego Marriott Marquis convention service manager responsible for coordinating F&B for the symposium.
- Provide contact information for CNS-ICNA meeting AV contractor. All AV equipment and labor must be contracted for with CNS-ICNA meeting AV contractor by September 15.
- Provide option of one-time use of CNS Membership Mailing list beginning August 15, pending CNS approval of publicity to be mailed. (No emails)
- Provide option of one free blast e-mail directed to full CNS membership with link to event information and industry-sponsored event registration website in accordance with standard CNS *eConnections* style requirements (max one non-logo graphic, one corporate logo, two weblinks, one email link); transmission date determined by CNS. Maximum of one additional blast e-mails is available at cost; transmission date determined by CNS.
- Provide option of one free link on CNS website and meeting app to external website publicizing industry-sponsored event. Link posted on CNS website one month prior to event and on meeting app two weeks prior to event.

CME Symposium Organizer Responsibilities

- **Application:** Return the CME Symposium Request Form(s) by **April 15, 2020**.
- **Payment:** Provide check or electronic transfer (no credit card payment) for 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 reassignment of rights to another applicant.
- **Contact San Diego Marriott Marquis Convention Service Manager referred by CNS** to arrange food & beverage service. **DO NOT** contact hotel before CNS referral is made.
- **Audio Visual Labor & Equipment.** Contract for services with CNS meeting AV contractor by September 15.
- **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. 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.
- **Meeting room availability:** room is available one-hour before scheduled presentation start-time and must be relinquished one-hour after presentation end-time.
- **All Expenses** for contracted goods and services related to industry sponsored sessions are the full responsibility of the contracting vendor/organizer. Billing and payment for these services will be handled directly between the industry-sponsored event organizer and the service vendor(s). Expenses include but are not limited to:
 - Staff sleeping room reservations
 - Faculty-related expenses (including mandatory meeting registration, hotel sleeping room reservations, travel, and honoraria)
 - Food and beverage
 - Audiovisual services

**RECEIPT DEADLINE DATE—April 15, 2020
Proposal Selection Announced May 20, 2020**



**16th International Child Neurology Association Congress &
49th Child Neurology Society Annual Meeting
October 19-23, 2020
San Diego Marriott Marquis, San Diego, CA**

INDUSTRY SPONSORED EVENT REQUEST FORM: CME Symposium

Title of CME Symposium: “ ”

Abstract (please submit on separate sheet/file 250-500 word promotional/informational 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:

PREFERRED PRESENTATION TIME:

Tuesday, October 20

12:00 pm – 2:00 pm

5:30 pm – 7:30 pm

Wednesday, October 21

12:00 pm – 2:00 pm

5:30 pm – 7:30 pm

Thursday, October 22

12:00 pm – 2:00 pm

5:30 pm – 7:30 pm

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:** _____

E-mail: _____ **Tel#:** _____

Signature: _____ **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