



Non-CE Symposium Guidelines

ASPMN uses the following process for non-CE satellite symposia (product theaters):

1. The Sponsor will provide the proposed satellite symposia information to the ASPMN Executive Office no later than **February 26, 2010** for consideration.
 - a. Brief session description
 - b. Tentative presenters for the symposium
 - c. Objectives of the symposium
2. The ASPMN Conference Planning Committee will review and approve the program.
3. The Sponsor is responsible for payment of honoraria and travel expenses directly to the speakers.
4. The Sponsor is responsible for all marketing costs and stand-alone brochures advertising the symposium.
5. ASPMN will advertise the symposium in its Conference registration brochure, on the association's official website, and in the official program book. **However, no changes will be made to the registration brochure due to changes in faculty or topic once it has been printed.** This information will be updated accordingly on the ASPMN web site and in the final program book.
6. The Sponsor will collect, collate, and print the symposium handouts.
7. The ASPMN Executive Office will designate space for the symposium.
8. An ASPMN Executive Office staff person will be responsible for all aspects of the event and will coordinate all activities, including food and beverage needs and audio visual equipment.
9. ASPMN staff will handle all registrations for the symposium and provide a complete list of participants to Sponsor after the event. Please note that all conference attendees are eligible to attend this event.
10. ASPMN staff will provide a one-time use membership list to the Sponsor for advertising its satellite symposium. This list will be provided one month prior to the conference.
11. All advertising for the symposium must be pre-approved in writing by the ASPMN Executive Office.
12. Sponsor is responsible for its own participant evaluations for the symposium. ASPMN Executive Office will provide a full pre-registration and post-attendee registration list upon request.
13. An administrative fee will be assessed for the symposium. Each fee is inclusive of a meal, which the ASPMN Executive Office staff will coordinate. The breakdown is as follows:
 - Breakfast -- \$30,000
 - Lunch -- \$40,000
 - Dinner -- \$60,000

If attendance is greater than 500, a "per plate" charge (price to be determined) will be applied for each additional attendee.
14. Standard AV includes: Screen (2), LCD projector (2), laptop (1), speaker confidence monitor (1), standard speaker set, floor microphones (2), a podium and lavalier microphone for each speaker. ANY additional AV requirements will be provided by ASPMN's AV representative at the cost of the Symposia Sponsor.

Information to be included in the proposal:

1. Proposed speaker list, including contact information
2. 250 to 500-word abstract of the session that, when approved, can be used in the Conference brochure (no changes may be made to this information after it is submitted).
3. Name and contact information of the communications company handling the symposium and contact information of the supporter.
4. Additional needs – additional AV equipment, separate room for slide review, etc. (you must indicate when you submit the application if you need a room for slide review).

Advertising Regulations

1. All advertising for the symposium must be approved by the ASPMN National Office prior to printing.
2. Advertising should state, “The symposium is supported through an unrestricted grant by (sponsor name)” in accordance with ASPMN policy.
3. ASPMN does not endorse satellite symposia and should not be indicated as endorsing the symposium in the advertising.
4. ASPMN does not allow “door drops” at its conferences, but will provide one marketing piece for each symposium in the conference tote bag, which is given to each attendee. These must be received at the ASPMN Executive Office no later than August 15, 2010 and should be sent to ASPMN, 18000 W. 105th Street, Olathe, KS 66061.

Should you have any questions regarding the satellite symposium, please contact me at christie@aspmn.org or (913) 895-4606 ext. 4776.

Sincerely,



Christie Ross, CAE
Association Manager



ASPMN NON-CE SYMPOSIUM SPONSORSHIP AGREEMENT

Sponsoring Organization: _____

Communications Company: _____

Symposium Contact: _____ **Billing Contact:** _____

Symposium Contact Phone: _____ **Email:** _____

Billing Contact Phone: _____ **Email:** _____

Full Address (include contact person and full mailing address – the invoice for the symposium sponsorship fee will be sent to this address): _____

Our organization requests to hold the following activity at the ASPMN 19th National Conference (Wednesday, September 22 is a pre-conference workshop day):

Level of Sponsorship:

- Breakfast - \$30,000
- Lunch - \$40,000
- Dinner - \$60,000

Preferred Date:

- Wednesday, September 22
- Thursday, September 23
- Friday, September 24
- Saturday, September 25

Payment must be received in full prior to confirmation of space/date for your event. Please remit payment to ASPMN within 30 days of submission of this form. Payment may be sent to:

Regular Mail:

ASPMN
P.O. Box 14548
Lenexa, KS 66285-4548

Overnight Mail:

ASPMN
18000 W. 105th St.
Olathe, KS 66061

Payment Information: Check American Express Discover MasterCard Visa

Card Number: _____ Exp: _____

Name on Card: _____

Cardholder Signature: _____

I have read and will adhere to the guidelines set forth in the Non-CE Symposium Guidelines provided to me with this agreement.

Signature of Authorized Contact Person

Date

Return this form via fax to (913) 895-4652 or email to Christie@aspmn.org prior to February 26, 2010.