



Non-CE Symposium Sponsorship Agreement

ASPMN 30th National Virtual Conference – October 21-23, 2020

ASPMN® utilizes the following process for non-CE satellite symposia:

1. The Sponsor will provide the proposed satellite symposia information to the ASPMN® Executive Office no later than **August 17, 2020** for consideration.
 - Brief session description
 - Tentative presenters for the symposium
 - Objectives of the symposium
 - Confirmation of funding
2. The ASPMN® Conference Planning Committee will review and approve the program.
3. The Sponsor is responsible for payment of honoraria 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 on the association's website, and in the conference app.
6. The Sponsor will provide symposium handouts for posting on the conference app.
7. The ASPMN® Executive Office will designate a date and time for the symposium.
8. An ASPMN® Executive Office staff person will be responsible for all aspects of the event and will coordinate with the sponsor representative.

ASPMN® Contact Person:
Christie Ross
Education Program Coordinator
(913) 222-8626
christie@aspmn.org
9. ASPMN® will handle all registrations for the symposium and provide a complete list of participants to the Sponsor after the event. Please note that all conference attendees are eligible to attend this event, and they register for it as part of the ASPMN® National Conference registration.
10. ASPMN® staff will provide a one-time use attendee list to the Sponsor for advertising its satellite symposium. This list will be provided four weeks prior to the conference (this list will most likely only include approximately 75% of the total attendance as meeting registration will still be in progress). **Please note, this list only includes mailing addresses. No email addresses will be provided.**
11. All advertising for the symposium must be pre-approved in writing by the ASPMN® Executive Office prior to printing. Please allow five business days for approval.

12. Please note that ASPMN® doesn't typically evaluate non-CE symposia. **If you would like a separate evaluation set up for this event, please provide the questions and potential responses to Christie by September 14, 2020.**
13. An administrative fee will be assessed for the symposium. The fee is inclusive of platform usage, marketing, ASPMN staff support, and a practice session:
Virtual Symposium - \$5,000

Information to be included with the agreement:

1. Proposed speaker list, including contact information
2. A brief description (approximately 250 words) of the session that, when approved, can be used on the conference website and in the conference app
3. Name and contact information of the communications company handling the symposium and contact information of the supporter
4. Additional needs

Advertising Regulations

1. All advertising for the symposium is the responsibility of the sponsor and must be approved by the ASPMN® Executive Office prior to printing. Please allow five business days for approval.
2. ASPMN® does not endorse satellite symposia and should not be indicated as endorsing the symposium in the advertising.

Cancellation Policy

Should the symposium provider be unable to provide the symposium as indicated on the provider agreement, the representative shall promptly notify ASPMN®. All sums paid by the symposium provider, less a service charge of 50 percent, will be refunded after the conference. No refund or cancellation will be accepted on or after August 17.

Should you have any questions regarding the satellite symposium, please contact Christie Ross at christie@aspmn.org or (913) 222-8626.



ASPMN® NON-CE SYMPOSIUM SPONSORSHIP AGREEMENT

Providing Organization:			
Communications Company:			
Symposium Contact:		Billing Contact:	
Symposium Contact Phone:		Symposium Contact Email:	
Billing Contact Phone:		Billing Contact Email:	

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

Our organization requests to hold the following activity at the ASPMN® 30th National Conference:

Level of Sponsorship:

Virtual Symposium - \$5,000

Preferred Date:

Thursday, October 22, 2020

Friday, October 23, 2020

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:

ASPMN®
P.O. Box 723248
Atlanta, GA 31139

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 email to Christie@aspmn.org prior to August 17, 2020.