



## CE Symposia Guidelines

ASPMN 22<sup>nd</sup> National Conference – September 12-15, 2012 – Baltimore, MD

The American Society for Pain Management Nursing's mission is to advance and promote optimal nursing care for people affected by pain by promoting best nursing practice. This is accomplished through education, standards, advocacy and research.

ASPMN's goals include the following:

- *Access to quality care:* All people will have access to health care services that provide quality pain management care as defined in core values.
- *Public Awareness:* The public will demonstrate self-advocacy skills essential to their pain care needs.
- *Professional Resources:* Members will have instant, easy and affordable access to current, best practices and evidence-based resources.
- *Education:* All health care professionals and their patients will benefit from pain management education.
- *Professional Recognition:* Nurses in pain management will be respected, valued and compensated for their expertise as an integrated and indispensable member of the health care team.

## ASPMN uses the following process for CE satellite symposia:

1. The sponsor or communications partner representative will provide the proposed satellite symposia information to the ASPMN Executive Office no later than **March 30, 2012** for consideration.
  - a. Title and brief session description
  - b. Tentative presenters for the symposium
  - c. Objectives of the symposium
  - d. Confirmation of funding
2. The ASPMN Conference Planning Committee will review and approve the educational program.
3. The sponsor or communications partner representative is responsible for payment of honoraria and travel expenses directly to the speakers.
4. The sponsor or communications partner representative is responsible for all marketing costs and stand-alone brochures advertising the symposium.
5. ASPMN will advertise the symposium in its conference registration brochure (if information is received by March 30), on the association's official web site, and in the Final Program. **No changes will be made to the registration brochure due to changes in faculty or topic once the brochure has been printed.** This information will be updated accordingly on the ASPMN web site and in the Final Program.
6. The sponsor or communications partner representative will collect, collate and print the symposium handouts.
7. The sponsor or communications partner representative will provide all necessary information at the times established by ASPMN for the contact hour application by May 1, 2012.
8. **ASPMN is an approved provider for continuing nursing education and will utilize its CE provider status for each symposium as part of the overall National Conference. ASPMN does not allow CE symposium sponsors to apply for their own continuing education. ASPMN does NOT apply for continuing education for enduring materials, nor can ASPMN provide continuing education for enduring materials.**
9. The ASPMN Executive Office will designate space for the symposium.
10. 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 with the communications company representative.

ASPMN Contact Person:  
Christie Ross  
Education Program Coordinator  
(913) 895-4776  
[cross@goamp.com](mailto:cross@goamp.com)
11. ASPMN staff will handle all registrations for the symposium and provide a complete list of participants to sponsor or communications partner representative after the event. Please note that all conference attendees are eligible to attend this event, and they register for it on the ASPMN National Conference registration form.

12. ASPMN staff will provide a one-time use membership list to the sponsor or communications partner representative for advertising its symposium. This list will be provided four weeks prior to the conference.
13. 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.
14. ASPMN Executive Office staff will provide the sponsor or communications partner representative with participant evaluation responses for the symposium and will provide a full pre-registration and post-attendee registration list two weeks prior to and after the event respectively.
  - a. Please note that ASPMN only evaluates the speakers and the objectives provided. If you need immediate feedback about other aspects of the event, you are welcome to do your own feedback form during the event.
15. An administrative fee will be assessed for the symposium. Each fee is inclusive of a meal, which the ASPMN Executive Office staff will coordinate, standard A/V equipment and contact hour provider fees. The breakdown is as follows:

Breakfast -- \$37,000  
Lunch -- \$47,000  
Dinner -- \$67,000
16. Standard A/V includes:
  - Screen (2)
  - LCD projector (2)
  - Multimedia Switcher (1)
  - Laptop (1)
  - Wireless cue system (1)
  - Pipe & drape backdrop
  - Speaker confidence monitor (1)
  - Standard speaker set
  - Computer audio (1)
  - Floor microphone (1)
  - Podium microphone
  - Wireless lavalier microphone (1)

ANY additional A/V requirements will be provided by ASPMN's AV representative at the cost of the symposium sponsor. Please contact Visual Aids Electronics for more information, and complete and return the attached A/V order form to Travis Salsig.

Travis Salsig  
National Sales Manager  
Visual Aids Electronics Corp.  
3625 Atlanta Avenue, Suite 2  
Phoenix, AZ 85284  
Mobile (602) 999-0839  
Fax (602) 437-4499  
[tsalsig@vaecorp.com](mailto:tsalsig@vaecorp.com)

### **Information to be included in the proposal:**

1. Completed Educational Activity Overview Form for the session, to include objectives, outline, time allotted for each topic, speakers assigned to each topic and the type of presentation (form attached).

2. Proposed speakers and a Biographical/Vested Interest Form for each speaker (form attached).
3. A paragraph description (approximately 250 words) of the session that, when approved, can be used in the conference brochure
4. Name and contact information of the communications company handling the symposium and contact information of the supporter.
5. Additional needs – additional AV equipment, separate room for slide review, etc.
6. Signed sponsorship agreement

### **Advertising Regulations**

1. All advertising for the symposium must be approved by the ASPMN Executive Office prior to printing.
2. Advertising should state, “The symposium is supported through an unrestricted educational grant provided 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, 2012. Please send 550 copies of the marketing piece to ASPMN, 18000 W. 105<sup>th</sup> Street, Olathe, KS 66061, and email the tracking number, number of boxes and shipping method (FedEx, UPS, etc.) to Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org).
5. An accreditation statement must be included in all advertising. The following statement is used: “ASPMN® is an approved provider of continuing nursing education by the New York State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”

Should you have any questions regarding the satellite symposium, please contact Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org) or (913) 895-4776.



**ASPMN 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 22<sup>nd</sup> National Conference (Wednesday, September 12 is a pre-conference workshop day):

**Level of Sponsorship:**

- Breakfast - \$37,000
- Lunch - \$47,000
- Dinner - \$67,000

**Preferred Date:**

- Wednesday, September 12 (Dinner Only)
- Thursday, September 13
- Friday, September 14
- Saturday, September 15

Slide Review Room Needed – Date/Time: \_\_\_\_\_

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. 105<sup>th</sup> 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 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](mailto:Christie@aspmn.org) prior to March 30, 2012.**



Presenter

**BIOGRAPHICAL DATA/VESTED INTEREST FORM**

Return no later than May 1, 2012

FAX: (913) 895-4652 – Email: [Christie@aspmn.org](mailto:Christie@aspmn.org)

Name (with degrees and credentials):	
Employer:	
Street Address:	
City, State, Zip Code:	
Daytime Telephone:	
Fax:	
E-mail Address:	

<b>Current Position Description:</b>	
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**Educational Background (include basic preparation through the highest degree held):**

Degree	Year Awarded	Institution (Name, City, State)	Major Area of Study

**Presenters** – describe your expertise in this topic:

**CONTINUED ON NEXT PAGE**

Name: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

### Disclosure and Resolution of Vested Interests

Having a relationship with a commercial interest does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved.

The planners and faculty must make full disclosure indicating whether the planner, faculty/moderator or content specialist and/or his/her spouse or partner have any financial, professional, or personal relationships with commercial interests, or *have had* any financial, professional, or personal relationships with commercial interests within the past 12 months.

An entity has a commercial interest if:

1. It produces, markets, sells, or distributes health care goods or services consumed by or used on patients;  
OR
2. It is owned or operated, in whole or in part, by any entity that produces, markets, sells, or distributes health care goods or services consumed by or used on patients.

An entity is NOT a commercial interest if:

1. It is a government entity;
2. It is a non-profit 501c3 organization  
OR
3. It is a non-health care related entity

A. Is there a financial, professional, or personal relationship that could potentially bias the content of the activity?

- Yes (if yes, please answer 1 and 2 below)  
 No

If yes, please list the companies and type of relationship:

Relationship	Name of Commercial Entity or Source of Potential Bias
Research Support/Grants	
Ownership	
Employer	
Partnership	
Speakers' Bureau	
Consultant	
Shareholder	
Other Support	
Other	

1. If yes, you must disclose this information during your presentation. How will you do this?  
 Information provided in audiovisuals (slides, overhead, etc.)  
 Information provided on handouts  
 Other: Please describe (if verbal disclosure is made, there must be a written verification on the part of the sponsor who was in attendance, which attests that a verbal disclosure did occur and that identifies the contents of the verbal disclosure):
2. How have you resolved this potential conflict of interest?  
 The conflict has been discussed with the individual who is now aware of and agrees to our policy.  
 Presenter has signed a statement that says s/he will present information fairly and without bias.  
 An RN with minimum of a baccalaureate degree will monitor session to ensure conflict does not arise.  
 Other. Please describe:

## Disclosure of Discussion of Unlabeled Use

Is there intent to discuss the use of a product/medication for a purpose other than that for which it was approved by the FDA.

B. Is there a discussion of unlabeled uses?

- Yes  
 No (please check the "no" boxes under #1 below as well)

1. If yes, you must disclose this information during your presentation. How will you do this?

- Information provided in audiovisuals (slides, overhead, etc.)  
 Information provided on handouts  
 Other: Please describe:

**If yes, please indicate your answers to the following questions:**

- Did you participate in company-provided speaker training related to your proposed topic?  Yes  No  
Did the company provide you with slides of the presentation in which you were trained as a speaker?  Yes  No  
Did the company pay the travel/lodging/other expenses?  Yes  No  
Did you receive an honorarium for consulting fee for participating in this training?  Yes  No  
Have you received any other type of compensation from any company?  Yes  No

Please specify: \_\_\_\_\_

When serving as faculty for the CE Provider, will you use slides provided by a proprietary entity for your presentation and/or handout materials?  Yes  No

Will your topic involve information or data obtained from commercial speaker training?  Yes  No

If I have indicated a financial relationship or interest, I understand that this information will be reviewed to determine whether a conflict of interest may exist, and I may be asked to provide additional information. I understand that failure to disclose, false disclosure, or inability to resolve conflicts of interest will require the CE Provider to identify a replacement.

**The signature is required** (faxed, scanned, handwritten or a digitally verified signature are acceptable, but TYPED signatures are NOT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: No individuals serving on an industry speakers' bureau can serve as faculty for a ASPMN CE program on a topic in the same general clinical area. Exceptions may be made for faculty who are not presenting content regarding treatment options. Request for exception must be made in writing with specific program objectives which support the request.

***Electronic versions of written signatures are acceptable. Typed signatures are not.***

***If you do not have an electronic version of your signature, please email this signed form to [Christie@aspmn.org](mailto:Christie@aspmn.org) or fax the form to (913) 895-4652, attention Christie Ross.***



**EDUCATIONAL ACTIVITY OVERVIEW**  
**ASPMN National Conference**  
**September 12-15, 2012**

Return no later than May 1, 2012  
 FAX: (913) 895-4652 – Email: [Christie@aspmn.org](mailto:Christie@aspmn.org)

Presenter: \_\_\_\_\_

Session Title: \_\_\_\_\_

Date/Time: \_\_\_\_\_

OBJECTIVES	CONTENT (Topics)	TIME FRAME	PRESENTER	TEACHING METHODS
<i>At the end of this session the participant will be able to:</i>	<i>Provide an outline of the content for each objective. It must be more than a re-statement of the objective.</i>	<i>State the time frame for each objective.</i>	<i>List the faculty for each objective.</i>	<i>Describe the teaching methods, strategies, materials, and resources for each objective.</i>



**visual aids electronics**



3625 E. Atlanta Ave., Suite 2, Phoenix, AZ 85040 Phone: (602) 437-4424 Fax: (602) 437-4499 [vaeconventionorders@vaecorp.com](mailto:vaeconventionorders@vaecorp.com)



**Show Name: ASPMN 22<sup>nd</sup> National Conference**

**Facility Name: Hilton Baltimore**

**City, State: Baltimore, MD**

**Dates: September 12-15, 2012**

**ICW AUDIOVISUAL EQUIPMENT ORDER FORM**

To order audiovisual equipment for your session, please fill out this form including payment information and fax it to the number listed above. COD and Purchase Orders will not be accepted.

Firm Name:				On-site Contact:			
Address:				On-site Contact Phone #:			
City:				Facility Name:			
State:	Zip Code:			Session # or Name:			
Ordered by:				Session Date:	Time:		
Phone:				Session Date:	Time:		
Email Address:				Session Date:	Time:		

DESCRIPTION	QTY.	X	DAILY RATE	X	# DAYS	=	TOTAL
<b>VIDEO EQUIPMENT</b>							
XGA LCD Projector w/ Stand		X	375.00	X		=	
4:1 VGA Switcher		X	75.00	X		=	
½ " VHS Videocassette Player w/ Auto Repeat		X	75.00	X		=	
DVD Player w/ Auto Repeat		X	75.00	X		=	
26" CRT TV on 54" Draped Cart		X	110.00	X		=	
<b>AUDIO EQUIPMENT</b>							
PA System (Speaker, 4 CH Mixer, and Wired Floor or Lav Microphone)		X	200.00	X		=	
Wired Handheld (Podium) Microphone <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand		X	35.00	X		=	
Wired Lavalier Microphone		X	35.00	X		=	
Wireless Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld		X	150.00	X		=	
6 Channel Audio Mixer		X	55.00	X		=	
Powered Speaker w/ Stand – 10"		X	125.00	X		=	
<b>COMPUTER EQUIPMENT (Computers include Modem, NIC, Windows Operating System, MS Office)</b>							
Laptop - P4 / 1.8 GHz 512mb / 40gb / DVD-CDRW		X	175.00	X		=	
Desktop – P4 / 2.8 GHz 512mb / 40gb / DVD-CDRW, 17" LCD Monitor		X	200.00	X		=	
Macbook Intel Duo Core Laptop/ 512mb / DVD-CDRW		X	350.00	X		=	
20" LCD Flat Screen Monitor (Res 1280 x 1024) Ratio 4:3		X	150.00	X		=	
Computer Audio (connects computer to house sound if available)		X	25.00	X		=	
Amplified Computer Speakers (set of two)		X	50.00	X		=	
Keyboard & Mouse		X	25.00	X		=	

<b>Show Name: ASPMN 22<sup>ND</sup> NATIONAL CONFERENCE</b>							
<b>DESCRIPTION</b>	<b>QTY.</b>	<b>X</b>	<b>DAILY RATE</b>	<b>X</b>	<b>SHOW DAYS</b>	<b>=</b>	<b>TOTAL</b>
<b>PROJECTION EQUIPMENT</b>							
LCD Accessory Kit (VGA Cabling / Projector Stand / AC Power Strip)		X	45.00	X		=	
Tripod Screen w/ Skirt – 5' up to 8' – (Screen size used will vary)		X	30.00	X		=	
Fastfold Screen – 10' x 10' (for large rooms)		X	75.00	X		=	
<b>MEETING ROOM ACCESSORIES</b>							
Flipchart w/ Markers		X	30.00	X		=	
Laser Pointer		X	40.00	X		=	
Other:		X		X		=	
<b>ADDITIONAL EQUIPMENT AVAILABLE CALL FOR QUOTE</b>							
<b>COMPLETE PAYMENT INFORMATION AND FAX ENTIRE FORM TO 602-437-4499 OR EMAIL FORM TO: <a href="mailto:vaeconventionorders@vaecorp.com">vaeconventionorders@vaecorp.com</a></b>					<b>Equipment Subtotal:</b>		
CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040					<b>6% Sales Tax Rate:</b>		
AMEX	Cardholders Name (print):				<b><i>SUBTOTAL:</i></b>		
VISA	Credit Card #:				<b>Straight Time Labor: \$55.00 per hour</b>		
MASTERCARD	Verification Code:*		Expiration Date:		<b>Overtime Labor: \$82.50 per hour</b>		
* Verification Code is the last 3 or 4 digits AFTER the credit card number in the signature area on the back of the card.					<b><i>LABOR SUBTOTAL:</i></b>		
Credit Card Billing Address:					<b>Labor Tax Rate:</b>		N/A
City:		State:	Zip Code:			<b><i>TOTAL:</i></b>	
Phone Number:			Authorized Signature:				

## TERMS AND CONDITIONS

**Rental Agreement** – Labor Charge includes Delivery/ Set Up / Pick-up.

Your representative must be available in the meeting room on date and time specified to accept delivery of equipment. **PLEASE NOTE** that the equipment will NOT be left in your room without an authorized person to receive it. If a repeat delivery is required, an additional charge will apply.

It is understood and agreed that the Presenter accepts full responsibility for any loss or damage to the equipment until it is returned to VAE. Presenter will immediately notify VAE of any damage to the rental equipment, and Presenter hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in Presenter's care, custody and/or control.

**Payment Terms** – Full payment, including applicable tax, is due at the time services are ordered. Purchase orders are not considered payment. Orders placed or service provided at show site must be paid at the show site.

If paying by credit card, we will use this authorization to charge your credit card account for your advance order, and any additional charges incurred as a result of show site orders placed by your onsite representative. These charges may include labor, materials, and handling.

If you are exempt from payment of sales tax, VAE requires you to forward an exemption certificate for the STATE in which the services are to be used.

**Cancellation** – Written cancellation of equipment must be received one (1) week prior to delivery date to avoid a one (1) day charge. If equipment and services have already been provided at the time of cancellation, a minimum one (1) day charge will apply.



### ASPMN Symposia Frequently Asked Questions

**Q. How does registration for our symposium work?**

A. Attendees do not register for the symposia in the typical manner that you may be accustomed to, so please note our process. ASPMN takes conference registrations for our attendees. While registering for the ASPMN conference, attendees specify which events they plan to attend. The ASPMN staff keeps track of the registrations for each event and tallies the numbers every Friday. We also will take registrations on site for our conference, and subsequently, more attendees may attend the symposia. It is not necessary for you to take registrations at the door as anyone who has registered for our conference (and therefore has a badge) will be allowed to attend. We expect approximately 450-500 conference attendees overall for 2012. You may ask Christie Ross for a count of folks who have RSVP'ed for your event at any time, and we will provide you a list of conference attendees, 98% of whom register to attend the symposia, six weeks prior to the meeting.

*IF there are federal regulations governing conduct related to your event (you MUST have everyone sign in, etc.), please contact Christie Ross prior to confirming your funding of the event, and we will work with you to ensure that the information you need is collected ahead of time, if at all possible.*

**Q. How does the evaluation work?**

A. ASPMN conducts an inclusive electronic evaluation of each of our events including the symposia. Our evaluation is emailed to attendees on the last day of the conference. Attendees must complete the evaluation in order to receive continuing education for the entire conference. Continuing education is granted inclusively for the entire conference. A separate certificate for each symposia attended is not given, and only the objectives and speakers are evaluated on ASPMN's evaluation. If you wish to gain feedback on other aspects of the event, please feel free to provide your own feedback form.

Supporters that are interested in collecting a one page evaluation from attendees on-site after their program may do so. It is the supporter's responsibility to provide the materials and the opportunity for attendees to complete their symposium evaluation. Supporters that choose to do this should be mindful that time to complete the evaluation should be allocated within the time block given for your presentation as there is minimal time after your activity ends until the next activity begins. ASPMN will also share its evaluation responses pertaining to your symposium within six weeks following the conference.

**Q. Can we bring posters and signage to advertise our event?**

A. Yes. Please keep in mind that we have MANY symposia being conducted at our conference. We have three breakfast, three lunch and three dinner presentations being offered, and they are all being held in the same room throughout the conference. If your supporter has a booth at

our conference, the best place to put signage is in your booth prior to the event. On the day of the event (or the evening prior, if the event is a breakfast), we will allow posters and signage to be set up. These must be free standing or on easels and cannot be hung on walls, pillars or from the ceiling. If you have a lunch symposium, you may not put up your posters/signage until after the breakfast symposium has ended, and dinner symposia signage may not be placed until after the lunch symposium has ended.

**Q. Will ASPMN do a “Door Drop” for us?**

A. No...and yes... ASPMN and the hotel do not allow typical door drops (items to be placed outside hotel doors for the next day). However, we will be happy to put a “stuffer” into our tote bag which highlights your event. Most supporters are putting together postcards or flyers to have our staff stuff these items into our tote bags. There is no extra charge for this service. However, there are some stipulations:

- 1) Please print 550 of the items for distribution.
- 2) The information must be shipped to arrive **on August 15** at the following location and address:

**ASPMN**  
**Attn: Christie Ross**  
**18000 W. 105<sup>th</sup> Street**  
**Olathe, KS 66061**  
**(913) 895-4606**

**If you cannot meet the August 15<sup>th</sup> deadline, please have the flyers sent directly to the hotel to arrive no later than Friday, September 7.**

**Hilton Baltimore**  
**Hold for: Tonja Britt, ASPMN Meeting Planner, Guest Arr. 9/10**  
**401 West Pratt Street**  
**Baltimore, MD 21201**  
**(443) 573-8700**

Please email Christie Ross to let her know your materials have been shipped. Please include your tracking number(s), number of boxes and the method of shipment (Fed Ex, UPS, etc.).

It is important to label your box(es) with the following: “Symposia/Scheduled Date/Scheduled Time” for example: **Symposia/September 13, 2012/Lunch** Please note that it will be extremely helpful if you send the shipping tracking number of your box(es) of materials that we will be stuffing for you into the tote bags (via email) to Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org). We will begin stuffing tote bags on Monday, September 10, and if we do not have your insert, it will not be stuffed. As also specified within the Symposium Guidelines, please remember we must approve all information to be sent to the attendees.

**Q. Can we mail a promo piece to the attendees?**

A. Yes! However, in order to be sure you capture our most complete listing of attendees, please keep in mind that we accept registrations through the end of August, and the longer you can hold out in getting this list, the more attendees you will have on the roster. We will send you an Excel spreadsheet of our registered attendees **the week of August 13, 2012.**

In most instances we will be able to send the list to you within 24 hours (after August 13). With regard to the promo pieces, for the most part, ALL of our attendees will be attending your symposium. The way we have outlined our education program, and the fact that we serve food gives great attendance at ASPMN's offered symposia. Therefore, if you are not sending a promo piece prior to the conference, don't worry...you have provided the opportunity...and attendees will come. WE PROMISE!

**Q. Can you give us some information about the distribution of handouts?**

A. We assume that you will be providing hard copy handouts to each attendee. We also assume that you have staff that will be helping with the distribution of the handouts. It works best if the handouts can be placed on the chairs at each place setting since the hotel may pre-set some of the food. In addition to these hard copy handouts, you are welcome to have your handouts posted to our website handout page on-line. ASPMN does not print handouts for the remainder of the conference sessions and posts presentations in the handout view for attendees to conveniently download and print prior to the sessions if they wish. Symposia handouts will be posted with your permission when you send your final presentations to be approved by our office.

**Q. We are having a meal event. When should we begin to order the food from the hotel?**

A. ALL of our symposia are meal events. In order to meet our contractual obligations with the hotel, our meeting planner, Tonja Britt, is in charge of all of the menus for the conference. Tonja will order different meals for the attendees each day. Tonja will plan a great meal for your attendees.

**Q. We are planning on video/audio taping our symposium. When can we get in the room to set this up?**

A. Keep in mind that since all of our symposia presentations are in the same room, we must be courteous to one another as each day we have three events. Immediately after each event, that event will be broken down, and the next presentation will be set up. Breakfast symposia have the option of setting up the night before if they wish. In some instances, this means that breakdown and set-up must occur within a three-hour time span so please be sure your crews are aware of this time crunch. If you have extensive sets and A/V needs please contact ASPMN's preferred A/V vendor, VAE:

Travis Salsig  
National Sales Manager  
Visual Aids Electronics Corp.  
3625 Atlanta Avenue, Suite 2  
Phoenix, AZ 85284  
[tsalsig@vaecorp.com](mailto:tsalsig@vaecorp.com)