

## **Non-CNE Symposium Guidelines**

1. The Sponsor will provide the proposed Non-CNE Satellite Symposium information to the APHON Office for consideration by the Conference Program Planning Committee. This information will include:
  - Title of program
  - Abstract text description of 500 words or less for use in APHON symposium materials

**Sponsors will be notified regarding approved topics within 10 business days.**

2. **The Sponsor** is responsible for all program development and speaker selection. Sponsor is responsible for all costs associated with the development and implementation of meeting and the development and distribution of materials as well as payment of honoraria and expenses directly to the speaker(s).
3. **The Sponsor** is responsible for all marketing costs and stand-alone brochures advertising the symposium. APHON will provide a listing in the attendee brochure (if program approved by January 12, 2018), in the conference guide and on site meeting signage. APHON will also provide opportunities for room drops, program ads, and use of pre-show registration mailing list.
4. **The Sponsor** will collect presentations from speakers, from which they will print, collate, ship and distribute the symposium handouts (*optional*).
5. **APHON** will assign appropriate meeting space and set up for the symposium. Standard AV includes: Screen, LCD projector, laptop, standard speaker set and a podium or lavalier microphone for each speaker. (ANY additional AV requirements will be provided by APHON's AV vendor at the expense of the symposium sponsor.)
6. **APHON** staff will provide a one-time use of the membership mailing list to the sponsor for advertising its satellite symposium.
7. **APHON** will pre-approve all advertising for the symposium and provide such approval in writing to the sponsor.
8. Upon approval of the program, a Letter of Agreement will be developed and **The Sponsor** will be invoiced for the \$30,000 symposia fee. Expenses related to food/beverage, presenters and a/v beyond standard set-up will be the responsibility of the symposium sponsor.

### **Advertising Regulations**

1. All advertising for the symposium must be approved by APHON in writing prior to printing.
2. APHON does not endorse Non-CNE Satellite Symposium and therefore no indication should be made in the advertising that APHON endorses the symposium.