

# Corporate Symposia Application

## RULES & REGULATIONS

1. Corporate Symposia are programs that are planned and conducted by the corporate community in conjunction with the AAO-HNSF's 2011 Annual Meeting & OTO EXPO.
2. Corporate Symposia provide attendees with educational/informational opportunities in addition to the AAO-HNSF's Annual Meeting Program. Program content and/or product information are the sole responsibility of the corporate supporter.
3. Corporate Symposia will be held September 12-14, 2011. All symposia will be conducted prior to or immediately after AAO-HNSF's scheduled program.
4. Corporate Symposia will be scheduled based on the times listed on page 2. Due to limited space availability, AAO-HNSF cannot guarantee that similar topics will not be scheduled concurrently.
5. The Corporate Symposia Sponsorship Fee is **\$35,000**.
6. Only companies exhibiting at the 2011 Annual Meeting & OTO EXPO are eligible for consideration. For additional information on exhibiting, please contact Paul Bascomb, Exhibit Manager at 703-535-3778.
7. Symposia requests will be considered on a first-come, first-served basis. Symposia assignments will be the solely decided by the AAO-HNSF. Only companies exhibiting at the 2011 Annual Meeting & OTO EXPO will be considered. Other criteria for consideration may include the company's annual level of support.
8. Third Party Planners: Companies who choose to use a third party planner or medical education company, must submit a letter on company letterhead naming the third party as the being authorized to handle planning responsibilities on the exhibitor's behalf. This letter must accompany the corporate symposia application. Application received without an authorization letter will not be reviewed.
9. The AAO-HNSF does not endorse or co-sponsor Corporate Symposia.
10. Any and All costs for services levied by the hotels or other vendors associated with organizing Corporate Symposia, programming and attendee transportation are the sole responsibility of the exhibitor. AAO-HNSF is not responsible for payment of any services connected with the event.
11. All Corporate Symposia must adhere to the PhRMA Code on interaction with healthcare physicians, AdvaMed's Code of Ethics and AMA' Guidelines to gifts to physicians from industry. For copies, please go to [www.phrma.org](http://www.phrma.org), [www.advamed.org](http://www.advamed.org) and [www.ama-assn.org](http://www.ama-assn.org).
12. AAO-HNSF does not provide continuing education credit for Corporate Symposia and assumes no responsibility for continuing education credits offered by other organizations. If CME's will be offered in conjunction with your Corporate Symposia, the institution providing accreditation must be listed on the application form.
13. **The Submission Deadline for all applications and required documentation is July 1, 2011.** An email notification will be sent within 48 hours to verify receipt of your completed application.
14. Companies will be notified of Symposia acceptance and placement **within three weeks of submission**. Please do not call or email prior to this date.
15. All logistical arrangements are the sole responsibility of the Exhibitor and must be made directly with the assigned facility. AAO-HNSF will provide the facility contact information to the Exhibitor's primary contact in the Acceptance Letter. AAO-HNSF assumes no responsibility for the loss or reduction of meeting space after assignments have been confirmed with the company and hotel facility or any and all charges associated with your planned events, including, but not limited to; set-up charges, room rental, audio visual, food and beverage, computer charges, hotel reservations, speaker arrangement, electric, etc.
16. The Corporate Symposia space that is reserved by AAO-HNSF will accommodate at least 300 people for a buffet meal, based on banquet style seating and front-screen projection. All Symposia will be assigned rooms designated and secured by the AAO-HNSF for Corporate Symposia. All space assignments are FINAL. Companies who contact hotels on their own or otherwise attempt to circumvent the Academy's symposia assignment process are subject to denial.
17. AAO-HNSF reserves the right to accept, reject or condition acceptance, based on AAO-HNSF's sole discretion, for any reason, which need not be disclosed to the applicant. All outstanding obligations to AAO-HNSF by the exhibitor, including payment of all debts must be fulfilled.
18. **Submitted Symposia Programs are considered final.** Any changes to the Symposia title and description must be approved by AAO-HNSF. Please notify us immediately at [ptaylor@entnet.org](mailto:ptaylor@entnet.org) to request any changes to submitted symposia. Changes to symposia programs may result in cancellation or reassignment.
19. **Confirmed programs cancelled before August 5, 2011 will be charged a \$15,000 cancellation fee. Confirmed programs cancelled after August 5, 2011, will not receive a refund.**
20. Cancellation of exhibit space will result in the immediate cancellation of confirmed Corporate Symposia.
21. All matters or questions not covered by the above rules and regulations are subject to the discretion of AAO-HNSF. These rules and regulations may be amended at any time by AAO-HNSF, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AAO-HNSF to such parties.
22. The exhibitor shall protect, indemnify, hold harmless and defend AAO-HNSF, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AAO-HNSF, its officers, directors, agents or employees.

**AAO-HNSF has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Exhibitors agree to abide by any rules and regulations that may hereafter be adopted. Any issues not addressed in the rules and regulations above are subject to the decision of AAO-HNSF. The exhibitor waives any rights or claims to damages arising out of the enforcement of any rules contained herein.**



# Corporate Symposia Application

## APPLICATION DEADLINE:

Applications must be completed in their entirety prior to submission. Incomplete applications will not be considered, reviewed or returned.

Applications are due by July 1, 2011. Applications submitted after the deadline will be accepted on a space available basis. **You will receive an email notification confirming the status of your application within three weeks after submission.** Please do not call or email prior to this date.

## CONTACT INFORMATION:

<p><b>Name of Company Supporting Program:</b></p> <p>_____</p> <p><b>Primary Contact Name and Title:</b></p> <p>_____</p> <p><b>Address:</b></p> <p>_____</p> <p><b>City/State/Zip:</b></p> <p>_____</p> <p><b>Phone:</b> _____ <b>Fax:</b> _____</p> <p><b>Email:</b></p> <p>_____</p>	<p><b>Name of Company Planning Program:</b></p> <p>_____</p> <p><b>Primary Contact Name and Title:</b> (A primary contact must be listed. This person will serve as AAO-HNSF's main contact for all aspects of the program.)</p> <p>_____</p> <p><b>Address:</b></p> <p>_____</p> <p><b>City/State/Zip:</b></p> <p>_____</p> <p><b>Phone:</b> _____ <b>Fax:</b> _____</p> <p><b>Email:</b></p> <p>_____</p>
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## PROGRAM INFORMATION:

Program Title and Description (Not Agenda/Speakers) Included in this application will be included on the Website. Changes in Title/Description may be submitted via fax or email and must be received by August 5, 2011 for inclusion on the website and in the Conference Bag insert.

Significant changes to the content of the program, after acceptance of application, may result in cancellation or reassignment of Symposia. All changes must be approved by AAO-HNSF.

Program Title: \_\_\_\_\_

Proposed Speakers: \_\_\_\_\_

Program Agenda: \_\_\_\_\_

Program Description (Must be 100 words or less)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CME Offered?  YES  NO

Company/Institution Providing CME's: \_\_\_\_\_

## AVAILABLE DATES AND TIMES: (Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Choice)

Programs are approved and assigned dates and times by topic on a first come-first served basis. AAO-HNSF will make every effort to prevent company, content and speaker conflicts.

Monday, September 12, 2011	_____	5:30 a.m. – 7:30 a.m.
Monday, September 12, 2011	_____	6:30 p.m. – 8:30 p.m.
Tuesday, September 13, 2011	_____	5:30 a.m. – 7:30 a.m.
Wednesday, September 14, 2011	_____	5:30 a.m. – 7:30 a.m.



# Corporate Symposia Application

## BENEFITS

### Symposia Fee: \$35,000

1. Complimentary one-time use of the meeting pre-registered attendee mailing list (available after August 19, 2011). AAO-HNSF must review and approve all pieces prior to mailing. AAO-HNSF will send the list as an Excel file for exhibitors to sort and filter as they choose. The following information will be provided: Full name, suffix, company name, address and country. E-mail addresses will not be provided.
2. Corporate Symposia Schedule Insert in Conference Bag.
3. Program will be promoted on the AAO-HNSF Annual Meeting website and in E-News promotions with links to the website.
4. All symposia will be promoted on a sign displayed in the Moscone Center registration area. This sign will include date, location, program title and sponsoring company.
5. Complimentary one-time use of the meeting final attendee mailing list (available November 4, 2011). AAO-HNSF must review and approve all pieces prior to mailing. AAO-HNSF will send the list as an Excel file for exhibitors to sort and filter as they choose. The following information will be provided: Full name, suffix, company name, address and country. E-mail addresses will not be provided.

## PAYMENT INFORMATION

Please complete the following information regarding invoicing. AAO-HNSF will invoice:

Contact Name and Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*Invoices will be emailed upon acceptance.**

I have read, understand and will adhere to the AAO-HNSF Corporate Symposia Rules & Regulations. I understand the Corporate Symposia Fee is \$35,000, Accepted programs cancelled by August 5, 2011 will be accessed a \$15,000 cancellation fee. Accepted programs cancelled after August 5, 2011 will not receive a refund.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT COMPLETED APPLICATION & ATTACHMENTS TO:**  
**Peter Taylor**  
**Senior Manager, Corporate Relations & Development**  
**Phone: (703) 535-3714**  
**Fax: (703) 519-1546**  
**Email: pataylor@entnet.org**

AAO-HNSF has the full authority to interpret or amend these rules at its sole discretion. All decisions will be final. Exhibitors agree to abide by any rules and regulations that may hereafter be adopted. Any issues not addressed in the rules and regulations above are subject to the decision of AAO-HNSF. The exhibitor waives any rights or claims to damages arising out of the enforcement of any rules contained herein.