



# CORPORATE SATELLITE SYMPOSIUM GUIDELINES AND APPLICATION

APPLICATIONS ARE DUE BY JULY 28, 2021

## CORPORATE SATELLITE SYMPOSIUM GUIDELINES

Corporate Satellite Symposium are activities that are supported by the corporate community in conjunction with the American Academy of Otolaryngology—Head and Neck Surgery Foundation Annual Meeting & OTO Experience, and they provide attendees with additional learning opportunities. AAO-HNSF offers these opportunities to designated Satellite Symposium Providers and the Corporate Sponsors they work with. Program content is the sole responsibility of the Satellite Symposium Provider. All Corporate Satellite Symposia will be conducted prior to or immediately after AAO-HNSF’s scheduled program. All Corporate Satellite Symposia will be held in the JW Marriott (AAO-HNSF Headquarter Hotel).

### AVAILABLE TIMESLOTS

Times are contingent upon the confirmation of the AAO-HNSF education program. AAO-HNSF cannot guarantee that similar topics will not be scheduled by other Satellite Symposia Providers.

TIMESLOTS:	
SATELLITE SYMPOSIUM FEE: (per timeslot)	EVENING: \$30,000
Sunday, October 3	6:00 pm - 8:00 pm
Monday, October 4	6:00 pm - 8:00 pm

*Evening event fees may increase if a timeslot longer than 2 hours is required. For each additional hour, a fee of \$3,500 will be added.*

### BENEFITS

Corporate Satellite Symposium sponsor will receive:

- Complimentary one-time use of the Annual Meeting pre-registered attendee mailing list. The AAO-HNSF must review and approve all promotional pieces prior to production and distribution. AAO-HNSF will provide the mailing list after September 6, 2021. The following information will be provided: full name, suffix, company name, address, country. Email addresses and fax/phone numbers will not be provided.
- Corporate Satellite Symposium will be listed on AAO-HNSF’s Annual Meeting website, in promotional materials, and onsite at the Annual Meeting & OTO Experience.

- All Corporate Satellite Symposia will be promoted on an AAO-HNSF produced sign to be displayed in the registration area. The sign will include date, location, program title, name of the corporate sponsor, and logo if provided by specified production deadline.
- Complimentary one-time use of the Annual Meeting final attendee mailing list. AAO-HNSF must review and approve all promotional pieces prior to production and distribution. AAO-HNSF will provide the mailing list after November 12, 2021. The following information will be provided: Full name, suffix, company name, address, country. Email addresses and fax/phone numbers will not be provided.

### APPLICATION

Providers that want to conduct a Corporate Satellite Symposium must complete an application that includes a complete program title and description for review and approval by AAO-HNSF. Applications must be completed in their entirety upon submission. Incomplete applications will not be returned to applicant for completion.

### APPLICATIONS ARE DUE BY JULY 19, 2021

Corporate Satellite Symposium applications will be reviewed and approved on a first-come, first-served basis. Applications submitted after this date will be accepted as long as space is available. You will receive email notification confirming receipt of your application within two business days. Acceptance letters will be emailed within three weeks of submitting your application.



**AAO-HNSF 2021**  
ANNUAL MEETING & OTO EXPERIENCE  
LOS ANGELES, CALIFORNIA | OCTOBER 3 - 6  
WE ARE ONE TWENTY-FIVE

# CORPORATE SATELLITE SYMPOSIUM GUIDELINES AND APPLICATION

APPLICATIONS ARE DUE BY JULY 28, 2021

## CORPORATE SATELLITE SYMPOSIUM GUIDELINES (Continued)

### ELIGIBILITY

Corporate Sponsors of the Satellite Symposium are required to first purchase an exhibit at the space inside OTO Experience. For information on exhibiting, contact Marc Ingram, at [mingram@entnet.org](mailto:mingram@entnet.org) or 703-535-3778.

### ENDORSEMENTS

The AAO-HNSF does not endorse or co-sponsor the Corporate Satellite Symposium.

### CONTINUING EDUCATION CREDIT

The AAO-HNSF clearly distinguishes non-CME Informational/Education Programs from AAO-HNSF CME. The AAO-HNSF does not provide continuing education credit for Corporate Satellite Symposium. AAO-HNSF requires Corporate Satellite Symposium to comply with ACCME Standards when CME is offered by a third-party accredited provider. If continuing education credit is offered, the accredited provider must be listed on the application form.

### KEY AAO-HNSF LEADERS

AAO-HNSF does not permit Key AAO-HNSF Leaders to participate in the Corporate Satellite Symposium as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement. The AAO-HNSF defines Key Leaders as all AAO-HNSF Elected Officers and Boards of Directors, committee chairs, and the Editor-in-Chief of *Otolaryngology—Head and Neck Surgery*.

### AUDIO AND VIDEOTAPING

Audio or videotaping of your Corporate Satellite Symposium is permitted with advance notice and approval by AAO-HNSF. Selection of the vendor and all associated expenses are the responsibility of the Satellite Symposium Providers. Upon request, AAO-HNSF will supply contact information for official vendors. You are not obligated to use these vendors. Satellite Symposium Providers will be responsible for providing certificates of insurance for any outside vendors per specifications of the facility.

### USE OF THE AAO-HNSF'S NAME

All uses of the AAO-HNSF's name must be approved prior to the meeting. AAO-HNSF must review and approve all promotional and program materials prior to production and distribution.

### USE OF THE AAO-HNSF/ACADEMY LOGO

The AAO-HNSF logo is not permitted on your program materials. However, you may use the AAO-HNSF Annual Meeting & OTO Experience logo (which will be provided upon request).

One of the following phrases must accompany any use of the Annual Meeting & OTO Experience logo:

- While attending the AAO-HNSF Annual Meeting & OTO Experience
- ...to be held in conjunction with the AAO-HNSF Annual Meeting & OTO Experience

Submit to Marc Ingram, at [mingram@entnet.org](mailto:mingram@entnet.org) by July 19, 2021 for AAO-HNSF review and approval.

### LOGISTICS

Corporate Satellite Symposium Providers are responsible for all logistical arrangements, all food and beverage, hotel reservations, speaker ready rooms, financing, continuing education credit, promotion other than those mentioned under Benefits and all other aspects of the Corporate Satellite Symposium. Upon acceptance of the Corporate Satellite Symposium, AAO-HNSF will provide the facility contact information with meeting space assignment to the provider's primary contact. AAO-HNSF assumes no responsibility for any of the following: hotel reservations, additional room rental, food and beverage charges, audio visual equipment fees or labors, service charges associated with Symposia room or equipment, speaker charges or arrangements, or credit designation or certification. The JW Marriott will be the host venue for all Corporate Satellite Symposia. Catering arrangements should be made with the JW Marriott and audio visual requirements should be ordered through AAO-HNSF designated audio visual provider. All contact information will be provided upon approval of Corporate Satellite Symposium.



**AAO-HNSF 2021**  
ANNUAL MEETING & OTO EXPERIENCE  
LOS ANGELES, CALIFORNIA | OCTOBER 3 - 6  
WE ARE ONE TWENTY-FIVE

# CORPORATE SATELLITE SYMPOSIUM GUIDELINES AND APPLICATION

APPLICATIONS ARE DUE BY JULY 28, 2021

## PRIMARY CONTACT INFORMATION

A primary contact must be listed. This person will be the AAO-HNSF's main point of contact for all aspects of the Satellite Symposium.

Company:

Name:

Title:

Address:

City:

State/Province:

Postal Code:

Country:

Telephone:

Fax:

Email Address:

## CONTINUING EDUCATION INFORMATION (IF APPLICABLE)

Accredited Provider:

Accreditation Statement:

Relevant Financial Relationships Disclosure Statement:

Speaker Relevant Financial Relationship Disclosures:

## PROGRAM INFORMATION

Symposium Title:

Symposium Description/Purpose: *Must be 100 words or less.*

Anticipated Attendance:

Invited Speakers:

Questions: Contact Marc Ingram, Corporate Development Manager, at [mingram@entnet.org](mailto:mingram@entnet.org) or 703-535-3778.



**AAO-HNSF 2021**  
 ANNUAL MEETING & OTO EXPERIENCE  
 LOS ANGELES, CALIFORNIA | OCTOBER 3 - 6  
 WE ARE ONE TWENTY-FIVE

# CORPORATE SATELLITE SYMPOSIUM GUIDELINES AND APPLICATION

APPLICATIONS ARE DUE BY JULY 28, 2021

## PROGRAM INFORMATION (CONTINUED)

Summary of Needs Assessment: *What education need does this Corporate Satellite Symposium address?*

Outcome Objective: *What the attendees will be able to do as a result of attendance; use of action verbs encouraged.*

Evaluation: *Description of the evaluation process and mechanism used to assess learner outcomes.*

## SATELLITE SYMPOSIUM FEE: \$30,000 (EVENING)

Evening event fees may increase if longer than two hours is required. For each additional hour, a fee of \$3,500 will be added. For events taking place outside of the Headquarter Hotel, a fee of \$10,000 will be added.

Please rank the following time availabilities in numerical order of preference:			
	Sunday, October 3	Evening	6:00 pm - 8:00 pm
	Monday, October 4	Evening	6:00 pm - 8:00 pm

All Corporate Satellite Symposia will be held in the JW Marriott (AAO-HNSF Headquarter Hotel). Room assignment for all Corporate Satellite Symposia is the sole responsibility of the AAO-HNSF. Planning organizations may not negotiate room space with hotels or offsite venues. All space assignments are final. The AAO-HNSF reserves the right to change meeting space assignments based on final numbers for the group.

### EDUCATION INFORMATION UPDATE:

If there are any changes in the Program or Education Information, please notify [meetings@entnet.org](mailto:meetings@entnet.org) immediately.

### DATE/TIME PREFERENCE:

Times are contingent due to limited space availability, the AAO-HNSF cannot guarantee that similar topics will not be scheduled by other symposia providers.

## INVOICE INFORMATION

Please complete the following information regarding invoicing. Invoices will be sent within 10 business days of being approved to host your Corporate Satellite Symposium. Full payment is requested by credit card or check (to be made out to AAO-HNSF).

Company:

Primary Contact:

Medical Education Provider *if applicable*:

Address:

City: State/Province: Postal Code: Country:

Telephone: Fax:

Email Address:

### AGREEMENT

By submission of this application 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. 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. I have read, understand, and will adhere to the AAO-HNSF Corporate Satellite Symposium Guidelines and Application. I understand the Corporate Satellite Symposium Fee is \$30,000 for evening events and a fee of \$10,000 will be added for events held outside of the Headquarters Hotel. Accepted programs cancelled on or before August 6, 2021 are subject to a 50 percent cancellation fee. Accepted Corporate Satellite Symposium cancelled on or after August 13, 2021 will not receive a refund. All outstanding obligations to AAO-HNSF by the submitter, including payment of all debts, must be fulfilled within 30 days.

Amount Due: \_\_\_\_\_ Check  VISA  MasterCard  American Express  Wire Transfer  Security Code \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Name on Credit Card \_\_\_\_\_

Signature \_\_\_\_\_

### SUBMIT CORPORATE SATELLITE SYMPOSIUM APPLICATION TO:

**Marc Ingram, Corporate Development Manager**

American Academy of Otolaryngology—Head and Neck Surgery Foundation

1650 Diagonal Road, Alexandria, VA 22314

Email: [mingram@entnet.org](mailto:mingram@entnet.org)

FOR AAO-HNSF/F USE ONLY

Date Application Received: _____
Assigned Symposium Date: _____
Amount Due: _____
Approved by: _____ Date: _____
Date Symposium Cancelled: _____
Liquidated Damages: _____

## CANCELLATION POLICY

As only contracted exhibitors may participate in holding a Corporate Satellite Symposium. Cancellation of exhibit space automatically results in cancellation of participation in this opportunity. The following cancellation terms apply, regardless of how participation is cancelled:

- Notification of a company's decision to cancel holding a Corporate Satellite Symposium must be submitted in writing via e-mail to:  
Marc Ingram  
Corporate Development Manager  
1650 Diagonal Road  
Alexandria, VA 22314  
Email: [mingram@entnet.org](mailto:mingram@entnet.org)
- The date of receipt will be the official cancellation date. Companies that cancel participation in holding a Corporate Satellite Symposium will be subject to fees based on the date of receipt, as follows:
  - If the company cancels participation on or before August 6, 2021, that company is subject to a 50 percent cancellation fee.
  - If the company cancels participation on or after August 13, 2021 will not receive a refund.
- Exposition Cancellation by AAO-HNSF

AAO-HNSF may terminate the sponsor's Application and/or AAO-HNSF 2020 Annual Meeting & OTO Experience (or part of it) when AAO-HNSF, in its sole discretion, believes that (a) the premises in which the event is or is to be conducted has become unfit for occupancy, or (b) the holding of AAO-HNSF 2020 Annual Meeting & OTO Experience or AAO-HNSF's performance under the Contract is substantially or materially prevented or interfered with by a cause or causes not reasonably within AAO-HNSF's control. AAO-HNSF is not responsible for delays, damage, loss, increased costs or other unfavorable conditions that arise as a result of such termination. Furthermore, in the event of such termination, AAO-HNSF may, in its sole discretion, retain all or part of the sponsor's fee with no liability for either party to the Contract. The sponsor waives all claims for damages or recovery of payments made.

The above phrase "a cause or causes not reasonably within AAO-HNSF's control" includes, but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act or threat of terrorism; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God; or such circumstances making AAO-HNSF's performance impossible or commercially impracticable in its sole discretion.

No sponsor fees will be refunded as a result of decreased attendance. No guarantees have been made in this regard.