

OTO HANDS-ON DEMONSTRATION GUIDELINES AND APPLICATION



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

APPLICATIONS ARE DUE BY JULY 28, 2021

HANDS-ON DEMONSTRATION LAB GUIDELINES

Hands-on Demonstration Lab is an activity 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. Program content is the sole responsibility of the Sponsor/Medical Education Provider.

AVAILABLE TIME SLOTS

In an effort to provide efficient transitions between scheduled sessions AAO-HNSF reserves the right to add, remove, or extend available times slots at their discretion. All listed sessions are tentative, and subject to change. AAO-HNSF will notify sponsoring companies of all changes made to the official scheduling.

	MORNING	AFTERNOON
SUNDAY, OCTOBER 3	1 available	1 available
MONDAY, OCTOBER 4	1 available	1 available
TUESDAY, OCTOBER 5	1 available	1 available

HANDS-ON FEE: \$35,000 (PER TIME SLOT)

BENEFITS

Hands-On Demonstration Lab 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 list after August 12, 2021 as a preformatted label size PDF. The following information will be provided: full name, suffix, company name, address, country. Email addresses and fax/phone numbers will not be provided.
- Hands-on Demonstration Lab will be listed on AAO-HNSF's Annual Meeting website, in promotional materials, and onsite at the Annual Meeting & OTO Experience.
- All participating companies 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 meeting final attendee mailing list. The AAO-HNSF must review and approve all promotional pieces prior to production and distribution. AAO-HNSF will provide the list after October 20, 2021 as a preformatted label size PDF. The following information will be provided: full name, suffix, company name, address, country. Email addresses and fax/phone numbers will not be provided.

- Exhibit Hall public address system announcements.

APPLICATION

Corporate Sponsors that want to conduct Hands-on Training must complete the following 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.

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Hands-on Training 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.

ELIGIBILITY

Corporate Sponsors of Hands-on Training are required to exhibit at OTO Experience. For information on exhibiting, contact Marc Ingram at mingram@entnet.org or 703-535-3778.

ENDORSEMENTS

The AAO-HNSF does not endorse or co-sponsor Hands-on Demonstration Lab opportunities.

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HANDS-ON DEMONSTRATION LAB GUIDELINES (CONTINUED)

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 Hands-on Training opportunities. AAO-HNSF requires Hands-on Training to comply with ACCME Standards when CME is offered by a third-party accredited provider. If continuing education credit is to be 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 Hand-on Training 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 Hands-on Training program is permitted with advance notice and approval by AAO-HNSF. Selection of the vendor and all associated expenses are the responsibility of the Corporate Sponsor/Medical Education Provider. Upon request, AAO-HNSF will supply contact information for official vendors. You are not obligated to use these vendors. Corporate Sponsor/Medical Education 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 by July 19, 2021 for AAO-HNSF for review and approval.

LOGISTICS

Education Providers are responsible for all logistical arrangements, financing, continuing education credit, promotion other than those mentioned under Benefits and all other aspects of the Hands-on Demonstration Lab program.

The Demo area must be cleared of all participating Annual Meeting attendees and speakers no later than 5 minutes after the end of the scheduled session – no exceptions will be made. Sponsoring company staff must make a reasonable attempt to have cleared the didactic and training areas as quickly and safely as possible.

AREA SPECIFICATIONS

40' x 40' Hands-on Demonstration Lab area.

- Standing lectern
- Three (3) handheld microphones
- LCD projector
- Projection screen

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HANDS-ON DEMONSTRATION AND TRAINING LAB GUIDELINES (CONTINUED)

AREA SPECIFICATIONS (CONTINUED)

HANDS-ON TRAINING LAB AREA:

- Visqueen floor/table covering
- 8 - 10 working medical lab stations
- Four (4) 6' tables for equipment
- Thirteen (13) 30 amp power drops and two (2) multi-strips
- One (1) triple compartment sink w/ hot water
- One (1) handheld microphone
- Three (3) large trashcans (not used for biohazardous materials)

CLEANING/DISPOSAL OF BIO-HAZARDOUS MATERIALS

Generators of biohazards (medical) waste are required to comply with rules and regulations promulgated by federal, state and local regulatory agencies before, during, and after the completion of Hands-on Training sessions. These efforts must be coordinated by and at the expense of the sponsoring company.

STORAGE/STAGING/SECURITY

Sponsoring companies will be assigned storage on the OTO Experience floor. AAO-HNSF will provide 24-hour security at the entrance of the storage area. Additional security may be purchased through AAO-HNSF at the sponsor's request and expense. AAO-HNSF is not responsible for any aspects of attendee participation, injuries that may result from any corporate sponsored Hands-on Training, or any lost, stolen, damaged, or misplaced medical lab equipment.

DRAYAGE

All Annual Meeting & OTO Experience Rules and Regulations apply. Full-time employees of the exhibit company may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, and other mechanical equipment, however is not permitted. The Expo Group will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by The Expo Group.

CLEANING

Sponsoring companies will be provided with a professionally cleaned space for the start of each session.

REFRIGERATION

AAO-HNSF may provide refrigeration upon the sponsor's request. All expenses associated with refrigeration will be billed to sponsoring company.

MOVE-IN & MOVE-OUT

AAO-HNSF will provide a comprehensive schedule to all participating companies of their allotted time to access the storage area and set up all required equipment. Sponsoring companies will be responsible for strictly adhering to the schedule provided and coordinating all staffing needs. AAO-HNSF will provide the schedule no later than September 10, 2021.

CADAVERIC SPECIMEN RULES AND REGULATIONS

Sponsoring companies are required to adhere to the Convention Center rules as they apply.

- Cadavers should be managed by a reputable company. Sponsor is required to provide name, contact information for cadaver provider and a copy the company's certificate or license to provide medical cadavers by September 10, 2021.
- Room temperature must be kept cooler than normal (around 65 degrees)
- Recommend proper ventilation
- All bio-waste must be removed by a reputable company. Sponsor is required to provide the name and contact information of their contracted bio-waste removal company and a copy of the bio-waste removal schedule by September 10, 2021.
- Cadavers should be moved during off-peak activity hours through back of house access

PRIMARY CONTACT INFORMATION

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

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A primary contact must be listed. This person will be the AAO-HNSF's main point of contact for all aspects of the Hands-on Demonstration Lab.

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

Program Title:

Target Audience:

Training Description/Purpose:

Please provide a description including products or instruments demonstrated and the procedure(s) performed, or attach to application.

PROGRAM INFORMATION (CONTINUED)

Anticipated Attendance:

Invited Speakers:

Summary of Needs Assessment: *What education need does this Hands-on Demonstration and Training Lab 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.*

CADAVERIC SPECIMEN INFORMATION

CADAVER PROVIDER COMPANY:

Name:

Address:

City: State/Province: Postal Code: Country:

Telephone: Fax:

Email Address: Certificate/License Number:

BIO-WASTE REMOVAL COMPANY:

Name:

Address:

City: State/Province: Postal Code: Country:

Telephone: Fax:

Email Address: Removal Schedule:

HANDS-ON TRAINING FEE: \$35,000 (PER TIME SLOT)

Fees may increase if longer than two hours is required. For additional fees structure, please contact Marc Ingram at mingram@entnet.org or 703-535-3778.

Please rank the following time availabilities in numerical order of preference.			
	Sunday, October 3	Morning	10:00 am - 12:00 pm
	Sunday, October 3	Afternoon	2:00 pm - 4:00 pm
	Monday, October 4	Morning	10:00 am - 12:00 pm
	Monday, October 4	Afternoon	2:00 pm - 4:00 pm
	Tuesday, October 5	Morning	10:00 am - 12:00 pm
	Tuesday, October 5	Afternoon	1:00 pm - 3:00 pm

EDUCATION INFORMATION UPDATE:

If there are any changes in the Program or Education Information, please notify meetings@entnet.org immediately. Printing deadlines is August 5, 2021. Changes received after print deadlines will NOT be included in the onsite publications.

DATE/TIME PREFERENCE:

Due to limited space availability, the AAO-HNSF cannot guarantee that similar topics will not be scheduled by other participants during the course of the OTO Experience hours.

INVOICE INFORMATION

Please complete the following information regarding invoicing. Invoices will be sent within 10 business days of being approved to host your Hands-on Demonstration Lab. Payment is requested by check only, to be made out to AAO-HNS/F.

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 Hands-on Demonstration Lab Guidelines and Application. I understand the Hands-on Demonstration Lab Fee is \$35,000 accepted programs cancelled on or before August 5, 2021 are subject to a 50% cancellation fee. Accepted Hands-on Demonstration Lab cancelled on or after August 6, 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.

Signature:

SUBMIT HANDS-ON DEMONSTRATION LAB 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

FOR AAO-HNS/F USE ONLY

Date Application Received:	_____
Assigned Hands-on Date:	_____
Amount Due:	_____
Approved by:	_____ Date: _____
Date Hands-on Cancelled:	_____
Liquidated Damages:	_____

CANCELLATION POLICY

As only contracted exhibitors may participate in holding a Hands-on Demonstration Lab. 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 Hands-on Demonstration Lab must be submitted in writing via e-mail to:

Marc Ingram
Corporate Development Manager
1650 Diagonal Road
Alexandria, VA 22314
Email: mingram@entnet.org.
- The date of receipt will be the official cancellation date. Companies that cancel participation in holding a Hands-on Demonstration Lab will be subject to fees based on the date of receipt, as follows:
 - If the company cancels participation on or before August 3, 2021, are subject to a 50% cancellation fee.
 - If the company cancels participation on or after August 4, 2021, will not receive a refund.
- Exposition Cancellation by AAO-HNSF

AAO-HNSF may terminate the sponsor's Application and/or AAO-HNSF 2021

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 2021 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.