

# **7<sup>th</sup> International Conference on Head & Neck Cancer**

**July 19-23, 2008 ❖ San Francisco Marriott, San Francisco, CA**

Presented by the American Head & Neck Society

## **Industry-Supported Satellite Symposia Guidelines:**

### **“Satellite Symposium”:**

Refers to any activity that is deemed educational in nature and is independently organized and offered by another organization. This includes, but is not limited to, any educational activity that carries continuing medical education credits not sponsored by AHNS’s CME accrediting body.

### **Application Submission Process and Deadlines:**

Please submit the official AHNS Satellite Symposia Application and a copy of the program. The program should include the title of the program and presentations, learning objectives, needs assessment, target audience and method of invitation. Please note that time and space are limited. Application Deadline: May 1, 2008

### **Criteria for Eligibility:**

Acceptance of the proposed satellite symposium will be based on educational content. The satellite symposium must meet the following criteria:

1. Provide high-quality information that practicing physicians and surgeons need to provide improved patient care
2. Offer balanced information and provide an objective viewpoint of the subject matter presented

### **The Organization Must:**

1. Fulfill any funding obligations
2. Hold AHNS harmless from any and all claims that may result from the meeting.

### **AHNS reserves the right to:**

1. Limit the number of industry organized events
2. Consult with the organization to assure appropriateness of any activity outcome.

### **Scheduling:**

Satellite symposia must not conflict with the AHNS main educational programming. The following times are available:

- Monday, July 21, 2008 6:30 – 8:00 am 2 rooms available for Breakfast Symposia
- Monday, July 21, 2008 7:00 – 10:00 pm 2 rooms available for Dinner Symposia
- Tuesday, July 22, 2008 6:30 – 8:00 am 2 rooms available for Breakfast Symposia

### **Marketing:**

AHNS encourages independent promotion of approved symposia. All marketing materials must be approved through AHNS prior to release and distribution. Commercial displays will not be allowed in the meeting room at anytime. Signage at the hotel will only be allowed on the day of the symposium. Signs are limited to two signs in front of the session room, 2 hours in advance of the symposium (or the evening before, if a breakfast symposium).

AHNS will promote the program in the following methods:

1. Symposia are posted on the AHNS website
2. Symposia guide is provided in the program schedule and in the final program
3. To assist with your marketing efforts AHNS will provide a pre-registration mailing list.

### **Financial Considerations: Direct Costs**

All organizations will be responsible for the management of their event’s logistics and payment of direct costs associated with promotion, presenters, catering and audio-visual equipment & labor.

### **Unrestricted Educational Grant:**

Upon AHNS approval of the satellite symposium, the symposium provider will be invoiced for the total due. Payment is expected within 30 business days of invoice issuance.

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## INDUSTRY-SUPPORTED SATELLITE SYMPOSIUM APPLICATION

**In addition to this form, applicants must include the following information to be considered: Copy of program. Include the title of the program and presentations, learning objectives, proposed speaker names, target audience, and invitation process.**

A limited number of companies will have the opportunity to present an educational event of their choosing which could include, for example, a panel discussion or an invited speaker. Rooms for this event will be assigned on a first-come first-served basis. This opportunity does not include AV, labor, Food & Beverage or CME. Symposia support will be acknowledged in the final program and on event signage.

**Symposia Rooms will be scheduled on a first come, first served basis, upon approval by AHNS:**

- Monday, July 21, 2008 6:30 – 8:00 am 2 rooms available for Breakfast Symposia - \$10,000
- Monday, July 21, 2008 7:00 – 10:00 pm 2 rooms available for Dinner Symposia - \$20,000
- Tuesday, July 22, 2008 6:30 – 8:00 am 2 rooms available for Breakfast Symposia - \$10,000

Please indicate preferred time you would like to hold your event. Time and space may limit the availability of symposia scheduled.

First Choice: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Second Choice: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

CME Provider: \_\_\_\_\_ Anticipated CME Credits: \_\_\_\_\_

Supporting Organization: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Third Party Company/Organizer: \_\_\_\_\_  
(Designated by supporting organization)

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

City/State/ZIP: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This application must be received by AHNS by: April 1, 2008 (Earlier recommended)

Programs should be final upon submission. Incomplete and/or tentative applications will not be reviewed.

**Programs cancelled prior to May 1, 2008 will be issued a full refund. AHNS will retain the educational grant for any program cancelled after May 1, 2008 and will consider rescheduling the event at a future date if possible.**

Please return this form to Teresa Chien, AHNS

11300 W. Olympic Blvd., Suite 600

Los Angeles, CA 90064

Phone: 310-437-0559, Ext. 114 Fax: 310-437-0585 E-mail: [teresa@ahns.info](mailto:teresa@ahns.info)