Supporting company name  (Satellite symposia are only open to exhibitors and CMP members)

Complete mailing address

City                                      State or Province   ZIP or postal code Country

First and last name of supporting company contact person

Title                                      Email                                      Phone Fax

Third-party contracting company name

Complete mailing address

City                                      State or Province   ZIP or postal code Country

First and last name of supporting company contact person

Title                                      Email                                      Phone Fax

NOTE: THE FOLLOWING DATES AND TIMES ARE OFF-LIMITS FOR HOLDING SATELLITE EVENTS
Friday, July 24 - 1:00pm-10:00pm
Saturday, July 25 - 7:30am – 6:00pm
Sunday, July 26 - 7:30am – midnight
Monday, July 27 - 7:30am – 6:00pm

Black-out times are subject to change. There are a limited number of lunch slots. Please contact ASRS for availability.

To request space for more than one symposium, please use additional copies of this form.

A limited number of symposia are allowed each day. Please indicate 1 or 2 preferred dates and time slots:
[ ] Friday morning, July 24, Time Slot: ________________  [ ] Tuesday, July 28, Time Slot: ________________
[ ] Saturday, July 25, Time Slot: ________________
[ ] Sunday, July 26, Time Slot: ________________

Preferred location (subject to availability): [ ] Washington State Convention Center  [ ] Hyatt Regency Seattle  [ ] Off-site venue

Expected number of attendees: __________________________  Desired square footage: __________________________

Room set-up requested: [ ] Theater  [ ] Classroom  [ ] Rounds of 10  [ ] Other ________________

Topic  Note: A basic program outline and topic must be attached for request to be approved. Please see content guidelines on page 3.

Expected number of attendees: __________________________  Desired square footage: __________________________

Room set-up requested: [ ] Theater  [ ] Classroom  [ ] Rounds of 10  [ ] Other ________________

ASRS initials __________  Supporting company contact initials __________  Third-party contracting company initials __________
Will your symposium include a meal? [ ] Yes, buffet [ ] Reception [ ] No
How much set-up and tear-down time is required for the symposium?
Set-up: ________________ Tear-down: ________________

Description of event
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

*Please use an extra sheet if necessary.

FEES
To be processed, applications for symposia must be accompanied with the appropriate non-refundable fee:
Morning: $ 7,000
Evening symposium: $12,000
All day Thursday: $22,000
Lunch (limited availability): $60,000 exclusive slot; $25,000 non-exclusive

PAYMENT
CHECK Number: $ _____________ TOTAL ENCLOSED (Make check payable to the American Society of Retina Specialists.)

CREDIT CARD: [ ] VISA [ ] Mastercard [ ] AmEx
Card No. ___________________________ 3 or 4 digit security code _______ Expiration date __________
Name on card ____________________________________________________________
Billing Address __________________________________________________________
Sign here to authorize payment___________________________________________

Please attach a separate application for each symposium.
If the application is approved, all symposium expenses are the responsibility of the supporter.
Applications without full payment and basic topic will not be accepted.

SYMPOSIUM SCHEDULING
A limited number of symposia will be permitted. Please note that ASRS policy prohibits satellite symposia during scheduled scientific sessions. Please see prohibited times listed on page 1 of this application. This policy will be strictly enforced and any violations will result in the loss of priority points earned for ASRS 2020 for the supporting company.

LOCATIONS
• There is limited space at the Washington State Convention Center and the Hyatt Regency Seattle. Space will be assigned based on the date that we receive your application. Priority points will also be taken into consideration when making room assignments.
• Meeting space will be available for set-up after lunch is torn down each day if ASRS shared space is assigned
• Booking space at an off-site venue is permitted. Symposia held outside the host venue are subject to the same fees, blackout times, and guidelines. Your application must be approved prior to booking space.
• Symposia held at the Washington State Convention Center may be required to use the American Society of Retina Specialists' audiovisual company depending on the time and location of the room.

ASRS initials ___________ Supporting company contact initials ___________ Third-party contracting company initials ___________
Rules and Regulations for Industry Satellite Symposia (SS)

All affiliate events held in conjunction with the ASRS Annual Meeting must go through the ASRS’ approval process.

SERVICES PROVIDED BY ASRS

• Assign appropriate space, day, time and designate hotel contacts if held at host facility.
• Provide one complimentary pre-registrant mailing list for use to promote the symposium. Subsequent lists are discounted 50% from regular fee. Please note: A copy of the mailing must be approved by ASRS in writing.
• Complimentary use of one lead retrieval scanner
• Symposium listing on the ASRS mobile app and ASRS website

APPROVAL OF SYMPOSIA CONTENT

ASRS reserves the right to review all symposium applications and promotional materials and to reject topics, formats, or materials deemed inappropriate. Program content must be relevant to retina specialists. Approval from ASRS does not constitute an endorsement of the program or its contents by ASRS.

ON-SITE POLICIES—POSTERS/FLYERS

Morning Symposia—If permitted by the hotel, posters can be displayed the day before the symposium beginning at 5:00 PM.
Evening Symposia—If permitted by the hotel, posters can be displayed the day of the symposium in the meeting hotel.
Posters/flyers can be displayed and distributed in the following locations:
• The exhibiting company’s booth and its CME provider’s booth and ASRS official door drops (if purchased)
• Handheld posters/flyers are not permitted.

PRINTED AND PUBLISHED MATERIALS

All industry sponsors/supporters must be listed on all printed/published materials.

CONTENT AND USE OF THE ASRS NAME AND LOGO

• All advertisements, promotions, or invitations for the symposium must bear the following statement: “This program is not affiliated with ASRS.” This statement must appear on the cover/front page of any copy, using at least a 12-pt. font size.
• The ASRS name may not be used in promotions, ads, meeting materials, or correspondence related to the program.

Please review the above rules and regulations and return form with payment, program outline, and topic to: Attn: Sam Zerang, American Society of Retina Specialists, 20 N. Wacker Drive, Suite 2030, Chicago, IL 60606

I have read, understand, and agree to the Official SS Rules and Regulations as stated in this application. I understand that failure to comply with these rules and regulations will result in the loss of all priority points earned for ASRS 2020 for the supporting company. I serve as an authorized agent of the applicant company.

SIGNED: SUPPORTING COMPANY AUTHORIZED AGENT

DATE

THIRD-PARTY CONTRACTING COMPANY AUTHORIZED AGENT

DATE

JILL BLIM, EXECUTIVE VICE PRESIDENT, ASRS

DATE