



# 2018 ANNUAL MEETING

## Satellite Symposium Application

### 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 20 - 1:00pm-10:00pm	Tuesday, July 24 – 7:30am – 12:00pm & 1:15pm - midnight
Saturday, July 21 - 7:30am – 6:00pm	Wednesday, July 25 – 7:30am – 12:00pm
Sunday, July 22 - 7:30am – 6:00pm	
Monday, July 23 - 7:30am – 5:30pm	

*Black-out times are subject to change.*

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:**

- Thursday, July 19, Time Slot: \_\_\_\_\_  Monday, July 23, Time Slot: \_\_\_\_\_
- Friday morning, July 20, Time Slot: \_\_\_\_\_  Tuesday, July 24, Time Slot: \_\_\_\_\_
- Saturday, July 21, Time Slot: \_\_\_\_\_
- Sunday, July 22, Time Slot: \_\_\_\_\_

**Preferred location (subject to availability):**  Vancouver Convention Centre  Off-site venue

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 \_\_\_\_\_



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Will your symposium include a meal?  Yes, buffet  Yes, sit-down reception-style  No

How much set-up and tear-down time is required for the symposium?

Set-up: \_\_\_\_\_ Tear-down: \_\_\_\_\_

Description of event

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\*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

Afternoon (limited availability): TBD

### 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 2018 for the supporting company.

### LOCATIONS

- There is limited space at the Vancouver Convention Centre, and 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 Vancouver Convention Centre will be required to use the American Society of Retina Specialists' audiovisual company or the convention center's audiovisual company, depending on the location of the room.

ASRS initials \_\_\_\_\_ Supporting company contact initials \_\_\_\_\_ Third-party contracting company initials \_\_\_\_\_



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### 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 convention center 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.

**Content must be educational in nature. Promotional content is not permitted. While offering CME is not required, courses should meet ACCME guidelines as follows:**

- Content promotes improvements or quality in healthcare, not a specific proprietary business interest of a commercial interest
- Presentations give a balanced view of therapeutic options
- The use of trade names is prohibited

#### ON-SITE POLICIES—POSTERS/FLYERS

Morning Symposia—If permitted by the convention center or hotel, posters can be displayed the day before the symposium beginning at 5:00 PM.

Evening Symposia—If permitted by the convention center or 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 2018 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

Please initial:

I have read and agree to the content guidelines listed. I understand that content must be educational and that promotional content is not permitted.

I agree to the guidelines on promotional materials and use of the ASRS name and logo.

I understand that outside AV is not permitted at the Vancouver Convention Centre.