

Non-CNE Symposium Guidelines

1. The Sponsor will provide the proposed Non-CNE Satellite Symposium information to the APHON Office for consideration by the Conference Program Planning Committee. This information will include:
 - Title of program
 - Abstract text description of 50 words or less for use in APHON symposium materials

Sponsors will be notified regarding approved topics within 14 business days.

2. **The Sponsor** is responsible for all program development and speaker selection. Sponsor is responsible for all costs associated with the development and implementation of meeting and the development and distribution of materials as well as payment of honoraria and expenses directly to the speaker(s).
3. **The Sponsor** is responsible for all marketing costs and stand-alone brochures advertising the symposium. APHON will provide a listing in the conference guide, on the conference website and on site meeting signage. Sponsors are limited to no more than 3 additional signs to promote their event onsite. Placement of additional signs will be up to the discretion of APHON. APHON will also provide opportunities for room drops, bag inserts, conference app advertisements and use of pre-show registration mailing list.
4. **The Sponsor** will collect presentations from speakers, from which they will print, collate, ship and distribute the symposium handouts (*optional*).
5. **The Sponsor** will provide APHON with a description of the program and a listing of speakers along with their bios for inclusion on the APHON conference website by May 15.
6. **APHON** will assign appropriate meeting space and set up for the symposium.
7. APHON will provide a standard AV set which includes: one screen, one LCD projector, laptop, a standard stage set and a podium or lavalier microphone for each speaker. Any additional AV requirements will be provided by APHON's AV vendor at the expense of the symposium sponsor and must be requested by July 15, 2020. Examples of additional AV requirements are image magnification, camera operator and additional AV labor, audio or video recording of session, stage lighting, special furniture, etc.
8. **APHON** staff will provide a one-time use of the membership mailing list to the sponsor for advertising its satellite symposium.
9. Upon approval of the program, a Letter of Agreement will be developed and **The Sponsor** will be invoiced for the \$35,000 symposia fee. Expenses related to food/beverage, presenters and a/v beyond standard set-up will be the responsibility of the symposium sponsor.

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Advertising Regulations

1. All advertising for the symposium must be approved by APHON in writing prior to printing.
2. APHON does not endorse Non-CNE Satellite Symposium and therefore no indication should be made in the advertising that APHON endorses the symposium.