

# 5<sup>th</sup> World Congress of IFHNOS & Annual Meeting of the AHNS

AMERICAN HEAD AND NECK SOCIETY

July 26-30, 2014

Marriott Marquis, New York, NY



## INDUSTRY-SUPPORTED SATELLITE SYMPOSIUM

A limited number of companies will have the opportunity to present an educational event of their choosing which may include, for example, a panel discussion or an invited speaker. **Rooms for this event will be assigned on a first-come first-served basis, upon approval by AHNS.**

*This is a great opportunity to have an exclusive audience with IFHNOS and AHNS attendees focused on education directly related to your goals.*

### SYMPOSIUM OPPORTUNITIES

There will be 3 (three) Breakfast Symposia opportunities each day, Monday – Wednesday from 6:45 am to 7:45 am.

### GUIDELINES

- Companies wishing to host a satellite symposium must complete an application form and provide a program outline.
- No two companies may host a symposium on the same topic in the same time period. Topics will be confirmed on a first come, first served basis, upon approval by AHNS.
- Any faculty honoraria will be determined and paid for by the individual supporting company.
- AHNS does not permit Key AHNS Leaders to participate in Satellite Symposia as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement.
- Provision of CME for satellite symposia is optional. The AHNS will not provide CME for these sessions; if a company determines they would like to provide CME, they must do so through a third party provider.
- Room set and AV set are included in the symposium fee. Details will be provided for both. AV set cannot be changed, however additional services may be obtained through the AHNS AV provider. Any changes to the room set must be approved by the AHNS and may include additional charges.
- F & B is not included in the symposium fee. Companies may make arrangements for F & B through the contracted provider.

### BENEFITS

- The symposia will be promoted in the Advance Program (if confirmed before December 10, 2013) and in the Final Program and the meeting “app” (if confirmed before May 30, 2013.)
- Symposia will be included on daily event signage on the day the symposium is being held.
- Symposia will be promoted on the meeting website as part of the 2014 program.
- A flyer produced by the AHNS will be included in attendee meeting bags.
- Complimentary one-time use of the pre and post meeting registration list (emails not included). The AHNS must review and approve all promotional pieces prior to distribution. The pre-reg list will be provided electronically by June 27 in an Excel format. The post-reg list will be provided the week of August 4, 2014.

### FEES

The fee for hosting a Breakfast Symposia is \$15,000 for room to accommodate up to 120 theater style, \$20,000 for room to accommodate up to 175 theater style, and \$25,000 for room to accommodate up to 275 theater style.

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## INDUSTRY SUPPORTED SATELLITE SYMPOSIUM APPLICATION

### APPLICATION DETAILS

**Deadlines:** This application must be received no later than **December 10, 2013** to be included in the Advance Program; or by **May 30, 2014** to be included in the Final Program.

Applications are due by May 30, 2014. Applications submitted after this date will be accepted as long as space is available. An email notification confirming receipt of your application will be sent within two business days. Acceptance letters will be emailed within 3 weeks of application receipt.

**Cancellation:** Companies which cancel symposiums before May 30, 2014 will be subject to a \$5000 cancellation fee. Companies which cancel after June 9, 2014 will not receive a refund.

### COMPANY CONTACT INFORMATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

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

### SYMPOSIUM DATE AND ROOM CHOICE

*Please indicate the preferred date and time of your symposium as well as your preferred room choice.*

Monday, July 28, 2014, 6:45 am

Tuesday, July 29, 2014, 6:45 am

Wednesday, July 30, 2014, 6:45 am

Room to accommodate up to 120 theater style (\$15,000)

Room to accommodate up to 175 theater style (\$20,000)

Room to accommodate up to 275 theater style (\$25,000)

### CME INFORMATION

Is this a CME event?  Yes  No

CME Provider: \_\_\_\_\_ Number of CME Credits: \_\_\_\_\_

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

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

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### SYMPOSIUM INFORMATION

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

Symposium Title/Topic: \_\_\_\_\_

Invited Speakers: \_\_\_\_\_

Program Outline (100 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PAYMENT INFORMATION

*Please make payments by check made out to AHNS and mailed to the address below.*

Please return this form to Colleen Elkins, AHNS • 11300 W. Olympic Blvd., Suite 600 • Los Angeles, CA 90064

PHONE: 310-437-0559, Ext. 114 • FAX: 310-437-0585 • E-MAIL: [colleen@ahns.info](mailto:colleen@ahns.info)