



**ASPHO Non-CE Program  
Request Form  
Annual Meeting  
May 2 - 5, 2018  
David L. Lawrence Convention Center  
Pittsburgh, PA**

1. The Sponsor will provide the proposed Non-CE Satellite Symposium information to the ASPHO Executive Office on or before **September 25, 2017** for consideration. This information will include:
  - Title of program
  - Abstract text description of 500 words or less for use in ASPHO symposium materials**Sponsors will be notified regarding approved topics within 5 business days.**

**NON-CE PROGRAM\* - \$30,000 Lunch – \$40,000 for breakfast or dinner**

- Breakfast -- Thursday or Friday, May 3<sup>rd</sup> or May 4<sup>th</sup>, 2018
- Lunch – Wednesday or Thursday, May 2<sup>nd</sup> or May 3<sup>rd</sup>, 2018
- Dinner – Thursday or Friday, May 3<sup>rd</sup> or May 4<sup>th</sup>, 2018

*\*Times will be assigned when approved and are subject to change.*

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. ASPHO will provide a listing in the program guide and on site meeting signage. ASPHO will also offer discounts on room drops, program ads, and additional use of 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. **ASPHO** will assign appropriate meeting space and set up for the symposium. Standard AV includes: Screen, LCD projector, laptop, standard speaker set and a podium or lavalier microphone for each speaker. (ANY additional AV requirements will be provided by ASPHO's AV vendor at the expense of the symposium sponsor.)
6. **ASPHO** staff will provide a one-time use of the membership mailing list to the sponsor for advertising its satellite symposium.
7. **ASPHO** will pre-approve all advertising for the symposium and provide such approval in writing to the sponsor.
8. Fee - \$30,000 for Lunch at 60 minutes, and Breakfast or dinners are \$40,000 for 90 minutes [\$5,000 nonrefundable fee due with signed LOA]. **The Sponsor** is responsible for the cost of the food at the event.

### **Advertising Regulations**

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