

# Application to Host Industry Supported Event

American Academy of Sleep Medicine Presents

## SLEEP MEDICINE TRENDS 2018

Hyatt Regency Austin – Austin, Texas  
February 23–25, 2018

Applications will not be accepted after January 13, 2018

My signature below verifies that I have read and understand the conditions of this application, as well as the conditions and regulations published in the “Guidelines for Industry Supported Events” document. By signing below, I am indicating my company’s agreement to be bound by any and all such conditions and regulations. I accept responsibility for informing all of our employees, speakers, supporters and event organizers of these conditions and for ensuring that they will also abide by them. I further understand the penalties, which may be assessed if we are in violation of these conditions, as well as the cancellation policy for canceling the event.

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(Authorized Industry Supported Event Representative)

- Date of Event: Friday, February 23, 2018       First Choice       Second Choice  
 Date of Event: Saturday, February 24, 2018       First Choice       Second Choice

- \$7,500 payment enclosed made payable to AASM (U.S. Funds drawn on a U.S. Bank)Ⓜ

Name of Event: \_\_\_\_\_

Will there be food and beverage as part of the event?  Yes or  No

### Organization Contact Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

Will there be CME offered?  Yes or  No

### CME Provider Contact Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

# *AASM Guidelines for Industry Supported Events*

## **Industry Supported Event**

We invite you to submit a proposal for an Industry Supported Event. To do so, an Industry Supported Event application and proposal must be submitted. The AASM defines an Industry Supported Event as:

- An educational program that is commercially supported.
- An educational program that may or may not offer continuing medical education credit for physicians.
- An educational program that is planned and implemented by an organization other than the AASM.
- An educational program that is not part of the official AASM course, but is held in conjunction with Sleep Medicine Trends.
- An educational program planned for a 1.5-3 hour time period during the allowable dates below.

Attendance at previous courses has ranged from 100-150+ participants. The AASM does not guarantee attendance levels at Industry Supported Events.

## **Available Dates and Times**

The following date and times are available:

- Friday, February 23, 2018 (6:00PM to 9:00PM)
- Saturday, February 24, 2018 (7:00PM to 10:00PM)

\*The Sleep Medicine Trends course ends at 5:30pm on Friday and 6:30pm on Saturday - there is a faculty reception from 5:30pm to 6:30pm. Industry Supported Events may not begin earlier than 6:00pm on Friday and 7:00pm on Saturday, including registration. Depending on the session set-up, the event may need to be later to accommodate for room, food and beverage set-ups.

## **Industry Supported Event Sponsorship Fee**

The sponsorship fee for holding an Industry Supported Event during the Sleep Medicine Trends Course is \$7,500, which must be submitted with the application. If the Industry Supported Event is not accepted the fee is fully refunded.

The sponsorship fee includes:

- Consideration of proposal by the AASM
- One complimentary rental of the pre-registration mailing list
- A link on the AASM's website to the organizer's website to promote the event
- Description of the event in the course materials (placement is at the discretion of the AASM)
- Inclusion in one AASM pre-meeting e-blast that goes out to all pre-registered attendees (email is distributed by the AASM and content is at the discretion of the AASM)

Use of A/V and ballroom are included (if A/V support is needed for the event, it will need to be coordinated by the ISE host. If you plan to create any enduring materials based off of your Industry Supported Event, you must notify the AASM within 90 days following the course.

## **Submission Deadline**

In addition to the application, the proposal must contain the following information:

- Event Speakers and Contact Information
- Event Outline and Schedule
- Content Description

Proposals for Industry Supported Events will not be accepted after **January 13, 2018**.

## **Faculty Selection Criteria**

Faculty names must be, at a minimum, tentatively confirmed and listed as part of the application in order to be considered. Upon review of the applications, the AASM may elect to offer feedback to the Industry Supported Event organizer.

## **Selection and Scheduling Procedures**

Industry Supported Events are reviewed and accepted by the AASM. The AASM accepts Industry Supported Events based on content, agenda and overall coordination with the Sleep Medicine Trends course. The AASM limits the number of Industry Supported Events to one per night. The AASM reserves the sole right to accept the Industry Supported Event. Notification of acceptance will be provided in writing within seven to ten business days of receipt of application. Exhibiting at the event is recommended, but is not required to host an Industry Supported Event.

## **Cancellation**

Notice of cancellation must be submitted in writing. **Cancellations are not entitled to a refund.**

## **Continuing Medical Education**

Continuing Medical Education (CME) credit is **not** provided by the AASM for Industry Supported Events. Those who elect to offer CME credit must obtain sponsorship from another Accreditation Council for Continuing Medical Education (ACCME) accredited provider. All Industry Supported Events offering CME credit must comply with the ACCME Essential Areas and Elements and the Standards for Commercial Support for Continuing Medical Education.

## **Logistical Planning**

Meeting space for the event will be provided by the AASM. If the organizer wishes to contract additional meeting space directly from the hotel, the organizer will be responsible for any additional expenses. In addition, the following, if applicable, including all expenses, are the responsibility of the Industry Supported Event organizers:

- Audiovisual
- Catering
- Decorating
- Entertainment
- Transportation

Details of the final logistics for an Industry Supported Event must be submitted to the AASM Meeting Department no later than **January 13, 2018**.

### **Signage**

The AASM allows ONE sign measuring no larger than 24" x 36" to be placed in the registration area at hotel up to one day prior to the scheduled Industry Supported Event program. Organizers of an Industry Supported Event may provide additional signage and must follow the guidelines of the hotel. All signage must receive AASM approval prior to print. Flyers or handouts are prohibited unless prior approval is obtained.

### **Promotion**

Industry Supported Event organizers have the following opportunities to advertise an event: mailing list rental of the Sleep Medicine Trends course attendees and mailing list rental of AASM membership lists. The AASM requires that any and all promotion of Industry Supported Events receive AASM approval. Organizers should allow five business days for the approval process. Please keep the approval process in mind when planning promotional materials so as not to strain design and print timelines. Promotional materials include but are not limited to: advertisements, announcements, invitations, signage and solicitations.

### **Use of AASM Name and Logo**

The AASM name, logo, acronym and any reference to the meeting are proprietary and may not be used in signs, advertisements or promotions without consent and approval by the AASM. This guideline applies before, during and after the meeting.

### **Questions**

All questions regarding Industry Supported Events should be directed to Chris Waring, National Sales Manager, at (630) 737-9731 or [cwaring@aasm.org](mailto:cwaring@aasm.org). The AASM national office is located at 2510 North Frontage Road, Darien, IL 60561.