

Scheduling

The signed application must be received before time slot can be assigned. Applications without a signature will not be processed. By signing, individuals acting as an agent of their company have read, understood and agree to be bound by any and all such conditions and regulations. This individual accepts responsibility for informing all the employees, speaker(s), and activity organizers of these conditions and for ensuring that they will abide by them fully. This individual further accepts responsibility for penalties, which may be assessed upon violation of these conditions, as well as understands the implications associated with the cancellation of an event.

Signature/Review

Send applications and supporting materials to Janice Hurlbert, Conventus Media, at jhurlbert@conventusmedia.com, or fax to (866) 334-4219. Applications should be received by July 1, 2017 to allow time for approval and ensure inclusion in the Annual Assembly Official Program. Upon approval of this application, AAPM&R staff will assign space. Payments must be made in full within 30 days of approval notification from AAPM&R. If the fee is not paid by the deadline specified, the application will be forfeited and the opportunity will be given to the next applicant (in priority order). For questions, call Janice at (978) 777-8870 x3 (office) or (978) 578-8843 (cell).

Cancellation Policy

Written notification of cancellation must be received by AAPM&R. This contract is binding once signed.



Approval Granted: (internal use only)

AAPM&R AUTHORIZING SIGNATURE

DATE

LUNCH & LEARN PRESENTATIONS AND EDUCATIONAL FORUMS APPLICATION

This application must be completed by an organization planning to hold a Lunch & Learn Presentation during the AAPM&R 2017 Annual Assembly. No continuing medical education credit can be offered. Organizations must complete this application and adhere to the Lunch & Learn Presentation and Educational Forum Guidelines within. This application will be reviewed by the Academy leadership. Once approved, any changes must be communicated to AAPM&R in writing.

Company Information

Company: _____

Contact Name: _____

Address: _____

City: _____

State: _____ Zip: _____ Country: _____

Phone: _____

Email: _____

Lunch & Learn Presentations

Title of Program: _____
DATE TIME OF DAY

1st Choice: _____
DATE TIME OF DAY

2nd Choice: _____
DATE TIME OF DAY

Marketing Packages

- ☐ Marketing Plan A: \$85,000
Lunch & Learn Presentations, Hotel Door Drop, Ad in Playbill, Pre-Show Mailing List
- ☐ Marketing Plan B: \$88,500
Lunch & Learn Presentations, Full Page in Final Program, Hotel Door Drop, Ad in Playbill, Pre-Show Mailing List

Additional options in lieu of marketing packages

- ☐ Hotel Door Drop: \$8,000 ☐ Mailing List: \$1,000
- ☐ Full page ad in the final Program: \$3,200

Signature

SIGNATURE OF AUTHORIZED EXHIBITOR AGENT

DATE

Please complete the Program Information details on the following page and submit with the application. This information will be used in Academy publications (if submitted by publication deadlines).

Presenters

Please Note: Academy policy does not permit any members of the Board of Governors, the executive director, editor-in-chief, 5 Council chairs, or the chair of the Program Planning Committee to participate in any Satellite Symposia, or marketing presentations, including Lunch & Learn Presentations and Educational Forums at the Annual Assembly, in any role besides that of an attendee who receives honoraria or reimbursement. Please list all presenters:

Presenter: _____

NAME AND DESIGNATION (e.g., DO, MD)

Email: _____

Presenter: _____

NAME AND DESIGNATION (e.g., DO, MD)

Email: _____

Please notify AAPM&R if any presenters will require a ramp or riser so that arrangements can be made in advance.

LUNCH & LEARN PRESENTATIONS AND EDUCATIONAL FORUMS INFORMATION

AAPM&R requires all Lunch & Learn Presentations supporters to complete their Learning Objectives for review by AAPM&R.

Please provide the following and submit with this application. This information will be used in Academy publications (if submitted and by publication deadlines).

Overall Objectives

Description

Please provide a written summary of the submission content. Be specific, indicate target audience.

Outline

Please provide an agenda for the event. A Lunch & Learn Presentation may not run longer than the time allowed. Please provide copy for web and print use. Events held in private rooms are allotted a 225-word count description. Educational Forums held in theaters on the show floor are allotted a 100-word count description. AAPM&R has the right to modify copy.

Approval Granted: (internal use only)

AAPM&R AUTHORIZING SIGNATURE

DATE

LUNCH & LEARN PRESENTATIONS AND EDUCATIONAL FORUMS GUIDELINES & REGULATIONS

Thank you for your interest in hosting a Lunch & Learn Presentation & Educational Forum at the AAPM&R Annual Assembly. These guidelines and regulations are in place to comply with various internal and external policies to which AAPM&R adheres.

AAPM&R informs attendees about the Lunch & Learn Presentations and Educational Forums in the following ways:

- Information will be included on the Academy's website
- Information will be included in the Preliminary and Official Programs of the Annual Assembly (if approved by publication deadlines).
- The following standard AV equipment is included for Lunch & Learn Presentations only:•
 - LCD projector
 - screen
 - podium with microphone
 - 1 hand held, wireless audience microphone
 - AV Technician
 - Badge Scanner
- Food and beverage is provided by Food & Beverage.
- The following is included in fee for Educational Forums:
 - Room set
 - Basic AV*

*Any equipment needed beyond what is listed should be arranged by the host company through our preferred vendor Freeman AV. AAPM&R will provide host with contact information.

Guidelines

- AAPM&R will set the room. Changes to the room set may result in a \$5,000 administration fee.
- If host chooses to use an outside vendor for AV, a \$2,000 administration fee may apply. Note: Restrictions may apply.
- AAPM&R asks that host company notifies Academy if speakers will require a ramp, riser, etc. so that arrangements may be made in advance.

Eligibility

Organizations must meet the following criteria and be aware of these deadlines in order to be considered and accepted for participation in a Lunch & Learn Presentation or Educational Forum:

- Must be a contracted/paid exhibitor for the AAPM&R 2017 Annual Assembly.
- Must submit a completed application for review and approval.
- All materials to be distributed to attendees, including Power-Point slides, must be submitted to AAPM&R by August 1, 2017 for Academy approval. Once approved, you are responsible for duplication and distribution to event attendees.
- Please allow 1 week for review and approvals.

Application Process

- The signed application must be received before a time slot can be assigned. Applications without a signature will not be processed. Spots are assigned on a first-come, first-served basis. In order to help maximize the experience for Lunch & Learn Presentation hosts and attendees, the Academy reserves the right to limit competing topics/products in similar time slots.
- AAPM&R desires a successful experience for the Lunch & Learn Presentation hosts and will inform attendees of the Lunch & Learn Presentation in the Preliminary and Official Programs (if published deadline dates are met); however, the hosts are ultimately responsible for attendance and are encouraged to advertise, rent attendee mailing lists, etc.
- Applications for Lunch & Learn Presentations must be received by June 15, 2017. The fee must be paid in full within 30 days of receiving approval notification from AAPM&R. If the fee is not paid by the deadline specified, the application will be forfeited, and the opportunity will be given to the next applicant (in priority order).

Policies and Regulations

Presenters are responsible for content and agree to abide by all legal parameters and provide proper disclosures when appropriate.

Once the application has been submitted, the organization will be contacted via email regarding the receipt of the application. Confirmation letters will be sent upon approval with a counter signed copy of the application. Once payment is received the contact information for on-site logistical arrangements will be provided.

After the program is approved, any revisions to the event's content, faculty, and format must be communicated to AAPM&R in writing. In the event that final approval is not granted, AAPM&R will not be responsible for canceling any prior arrangements made by the requesting organization in connection with or in advance of the event. In addition, AAPM&R is not responsible for any costs incurred for the event itself.

Written notification of cancellation must be received by AAPM&R. The organization shall remain liable to AAPM&R for the total fee for the cancellation.

AAPM&R does not endorse or promote any products or services related to Lunch & Learn Presentations & Educational Forums. There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored by, or endorsed by AAPM&R. The use of the AAPM&R logo, name, Annual Assembly artwork or any representations thereof shall be only at the express written consent of show management.

All promotional materials associated with Lunch & Learn Presentations and Educational Forums must be reviewed and approved by AAPM&R prior to distribution.



For more information, contact: Janice Hurlbert at Conventus Media
jhurlbert@conventusmedia.com or (978) 578-8843