



TOXINS 2015

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins

Satellite Symposia Guidelines

Corinthia Hotel Lisbon

January 14-17, 2015

Lisbon, Portugal





Satellite Symposia Guidelines

The International Neurotoxin Association (INA) is pleased to present these guidelines for hosting a Satellite Symposium in conjunction with the TOXINS 2015 conference in Lisbon, Portugal.

Description and Format

Satellite Symposia are:

- Planned and implemented by an organization external to the INA
- Not part of the TOXINS 2015 official program

Acceptable formats for satellite symposia are any activity that includes formal presentations, demonstrations and is designed to educate. PLEASE NOTE: If CME/CPD credit is offered in conjunction with a TOXINS 2015 Satellite Symposium, the symposium organizer is responsible for arranging CME/CPD certification. The INA will not be responsible for providing CME/CPD certification.

Benefits

Pre-Registration Attendee Mail List

Your satellite symposium fee includes one complimentary pre-registered attendee mailing list – one time use. We cannot guarantee the mailing list prior to November 1, 2014, as many attendees wait to register until that deadline.

Any and all invitations or solicitations to attend a Satellite Symposium must receive the INA approval prior to production, distribution or posting. All materials must contain the following statement: ***“This event is neither sponsored nor endorsed by the INA.”*** Once approved, any proposed revisions must be submitted to INA. If you are marketing the symposium on your website, also include your website address with the marketing materials you are submitting.

Invitations and announcements addressed to attendees should clearly indicate the name(s) of the organization(s) funding the program. Promotional materials of any kind may not use the TOXINS 2015 logo without prior written approval. The INA logo cannot appear on any materials. These rules apply to materials developed for use before, during and after the conference, including signage. Please do not go to print with any materials before they have been approved by the INA.

Additional costs incurred for production or postage of invitations is the responsibility of the symposia organizer.

Complimentary Web Posting

The INA will list your Satellite Symposium on the TOXINS 2015 website once payment is received. Only completed and approved applications submitted with full payment by September 1, 2014, will be included in the TOXINS 2015 program book under Satellite Symposia.

On-Site Promotion

On the day of the symposium, two (2) signs may be placed in the Corinthia Hotel Lisbon and one (1) sign may be placed at the Novotel Hotel and SANA Malhoa Hotel. The symposia organizer is responsible for acquiring the INA's approval of signage text. Additionally, you may have one (1) sign at the door of the symposium room, for a total of five (5) signs. The INA will remove signs over the limit without notice. Signs may also be placed within the exhibit space assigned to the symposia organizer. All sign placement is at the discretion of the INA.

In addition to signage, Information Desks at the Corinthia Hotel Lisbon, Novotel Hotel and SANA Malhoa Hotel will be provided with information on each approved symposium in order to direct the attendees to the appropriate location.

EACCME / ACCME Guidelines

The INA does not provide CME/CPD credit for these programs. Those hosting a satellite symposium must independently obtain CME/CPD certification from an CME/CPD provider/accredited sponsor (hospital, university, etc.).

To view the EACCME or ACCME guidelines and the Standards for Commercial Support of Continuing Medical Education, please go to www.accme.org and www.eaccme.eu.

Symposium Schedule

A maximum of three (3) lunchtime satellite symposia will be available. Requests for a satellite symposium time slot need to be made by returning the application to Rose.Puleo@neurotoxins.org by August 1, 2014. Requests will be taken on a first-come, first-served basis and are based on approval by the INA. You will be contacted if your date request cannot be accommodated, and full payment will be returned.

The INA has designated the following dates and times for satellite symposia programs:

- | | |
|-------------------------|---------------|
| • Thursday January 15th | 12:00 – 13:30 |
| • Friday January 16th | 12:00 – 13:30 |
| • Saturday January 17th | 12:00 – 13:30 |

Application Process and Deadline

All satellite symposia proposals can be submitted using the application for satellite symposium. Only completed applications accompanied by payment will be considered. The application and all required documentation must be completed and sent to Rose.Puleo@neurotoxins.org by August 1, 2014. Acceptance of all applications received after August 1, 2014, will be dependent upon availability. Notification will be sent within two weeks of receipt.



Review Process

All applications will be submitted to the INA for approval on a first-come, first-served basis. Acceptance for Satellite Symposia will be based on topic and scientific content. You will be notified in writing if the application has been approved or not. If approved, all revisions to a symposium's content or format must be communicated to the INA in writing.

Symposium Fees

Satellite symposium fees are €25,000 per program. Payment must accompany the application and should be made payable to the International Neurotoxin Association. Please forward full payment and all required documents to:

INA
Attention: Rose Puleo, Satellite Symposia
30 Broad Street 25th Floor
New York, New York 10004
Phone: (212) 500-4672
Email: Rose.Puleo@neurotoxins.org

Funds submitted will not be deposited by the INA unless the symposium is approved. Once approved, it is your organization's responsibility and expense to secure the accreditation, market this event, register attendees and provide onsite management. Minimal audio visual will be supplied based on the existing set up in the general session.

Cancellation Policy

Once approved, INA must be notified in writing of the cancellation of a Satellite Symposium. For cancellations received by close of the business day on Monday, October 6, 2014, the INA will issue a refund of 50% (or €12,500). No refunds will be issued for cancellation received on or after Tuesday, October 7, 2014.

General Information No Implied Endorsement

Satellite Symposia are considered unofficial (not supported by the INA). Therefore, there can be no implications in any promotional materials or mailers that the symposia programs are presented in cooperation with, planned by, hosted by, endorsed or sponsored by the INA. The use of TOXINS 2015 artwork is strictly prohibited, unless prior written permission is obtained. Additionally, the INA does not provide CME/CPD credit for these programs.

Disclaimer

The INA is not responsible for unsatisfactory attendance and/or marketing of the Satellite Symposium. It's the responsibility of the symposium organizer to market this event. Advance marketing is critical to attracting the appropriate audience.

The opinions presented at your session are solely those of the speaker and the symposium organizer. They do not represent the opinion of the INA. The INA does not review the full presentations given at these sessions, and makes no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.

The INA does not provide CME/CPD credit for these programs. INA reserves the right to have an INA staff member or volunteer leader on-site to monitor the scope and content of your symposium. The symposium organizer holds the INA harmless from any/all claims that may result from your symposium.

Violations

To protect the integrity and quality of the symposium program and to ensure a successful outcome for all parties involved, the INA requires each applicant to agree that they, their employees, speaker(s), program organizers and the symposium organizer will observe all applicable INA guidelines. The INA at its sole discretion, reserves the right to revoke privileges for future meetings for any organizer of the program involved in planning an unofficial symposium which does not comply with these guidelines and/or the additional Exhibitor Rules and Regulations included in the Exhibitor Prospectus pertaining to these unofficial events.

To view the EACCME or ACCME guidelines and the Standards for Commercial Support of Continuing Medical Education, please go to www.accme.org and www.eaccme.eu.

All symposia organizers are responsible for ensuring that their company representatives and/or agents adhere to all these guidelines and/or the additional Exhibitor Rules and Regulations included in the Exhibitor Prospectus pertaining to these unofficial events. Violations may jeopardize future exhibitor status.

Please Note: Companies are responsible for ensuring that all aspects of the satellite symposia and all other aspects of their involvement with the congress comply with the ABPI Code of Practice (for pharmaceutical companies) ABHI Code of Practice (for medical device companies) and all other applicable Codes, laws and regulations.



TOXINS 2015

Basic Science and Clinical Aspects of Botulinum and Other Neurotoxins
Corinthia Hotel Lisbon January 14-17, 2015 Lisbon, Portugal

Application for Satellite Symposium

Application Deadline August 1, 2014

To be considered for approval for a Satellite Symposium the application must be filled out in its entirety.

Please attach additional pages if needed.

Please print or type.

Company Name: _____

Main Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____

(Indicates you have read and agree to the terms and conditions of the TOXINS 2015 Guidelines)

Symposium Title (will be published in the Program Guide if received by September 2, 2014): _____

Proposed Chair: _____

Proposed Speaker(s): _____

CME/CPD Certified: Yes NO

If yes, please list the provider/accredited sponsor (The INA will not be responsible for providing CME/CPD certification)

Description of Symposium: _____

Faculty: _____

Target Audience: _____

Learning Objectives and Goals: _____

Please attach proposed agenda

Function Date and Time

Please indicate your first, second or third choice

- Thursday January 15th 12:00 - 13:30 Choice# _____
- Friday January 16th 12:00 - 13:30 Choice# _____
- Saturday January 17th 12:00 - 13:30 Choice# _____

The application and all required documentation must be completed and sent to Rose.Puleo@neurotoxins.org by August 1, 2014. Acceptance of all applications received after August 1, 2014, will be dependent upon availability. Notification will be sent within two weeks of receipt.

INA Use Only:

Date & Time: _____ Location: _____

Special Instructions: _____