

## ASPAN 2010 CORPORATE SPONSORED SPECIAL TOPIC

### SYMPOSIA

**\$25,000/Session**

ASPAN authorizes commercial supporters of the National Conference to organize a limited number of educational symposia to be held during the conference. Previous Conference Symposia sessions have been a huge success among sponsors and attendees alike. These sessions are always very well attended and remembered. If your company would like to provide continuing education credits for these unique symposia, you may do so by applying directly through the ASPAN Approver program.

#### Available Times for Corporate Supported Special Topic Symposia - Five (5) Separate Sessions Possible

**Monday, April 19, 2010**

**One (1) Session 12:00pm – 2:00pm**

**\$25,000 per session**

**Two (2) Sessions 7:30pm – 10:00pm**

**\$25,000 per session**

**Tuesday, April 20, 2010**

**Two (2) Sessions 7:30pm – 10:00pm**

**\$25,000 per session**

#### Additional BENEFITS for your sponsorship of a Special Topic Corporate Symposium.

- One **Complimentary Promotional Insert** in the Conference registration bags.
- One time use of ASPAN's **preregistration list** (as of the date you make your request).
- **Meeting room space** will be coordinated by ASPAN.
- **Directional signage** for your symposium.
- **Announcement** in the *National PARTiCULARS*.
- **Banner advertisement on the ASPAN website.**

**Please Send Completed Proposals to:**

<b>To:</b>	<b>Or:</b>
Matt Van Wie ASPAN Exhibits & Sponsorships American Society of PeriAnesthesia Nurses (ASPAN) Phone: (804) 550-2312 Fax: (804) 550-0695 aspan@esvw.com CONFERENCE DETAILS FOR 2010: <a href="http://www.esvw.com/aspan">www.esvw.com/aspan</a>	Rob Spina Director of Marketing and Development American Society of PeriAnesthesia Nurses (ASPAN) 10 Melrose Avenue, Suite 110 Cherry Hill, New Jersey 08003 PH: (877)-737-9696 Ext. 15 Fax: (856)-616-9601 e-mail: <a href="mailto:rspina@aspan.org">rspina@aspan.org</a>

(In order to help you in all phases of your program planning, please feel free to contact ASPAN's Director of Marketing)

**Proposal Submission Deadline: February 1, 2010**

**How to Apply for Corporate Sponsored Special Topic Symposia**

**Process:**

1. Applicants will be notified of ASPAN's decision no later than ten days after submission of their proposal.
2. Upon selection, the applicant will be notified to submit payment of 50% of the cost.
3. ASPAN will assign space for satellite symposia.

**Proposal Requirements:**

Proposals must include the following information:

- Title of Program
- Program Director
- Program agenda, with names and affiliations of faculty
- Anticipated size of audience
- Food service plan, if applicable
- Name of commercial supporter, contact person name, phone, fax and email
- Statement acknowledging the general guidelines and the organization's willingness to abide by them
- An abstract description of the symposium

### **General Guidelines:**

Please note that ALL marketing and printed material relating to this activity must be submitted to ASPAN 60 days prior to event date and receive written authorization from ASPAN before distribution to potential attendees. Sponsoring companies are responsible for:

- Designing, printing, and distributing separate invitations for the symposium.
- Marketing costs outside of official conference publications, in addition to direct mailing to attendees and members, and onsite promotional efforts, such as flyers distributed at an exhibit booth.
- Providing onsite management of the symposium (i.e., distribute handouts, take tickets, etc.) and coordinating space needs with the ASPAN Meetings Manager, Courtney Papp. Phone: (877) 737-9696 x17
- Arranging for appropriate catering and the cost of food and beverages for attendees, if applicable.
- Payment of honoraria and/or expense reimbursement to speakers, moderators, or others.
- Accepting financial responsibility for all aspects of the symposium, including, but not limited to, food and beverage, AV equipment, additional room rental costs and speaker fees.
- Acquiring written consent from ASPAN to use the ASPAN name and logo on symposium materials.

### **Contact Hours:**

ASPAN is no longer permitted to provide **continuing education** credits for the **corporate symposium** through its approver program because of AANC continuing education operational requirements.

### **Restrictions:**

- Onsite marketing of activities for the corporate symposium are restricted to the New Orleans Marriott Hotel.
- Use of the ASPAN name or logo requires written permission from ASPAN.