



## CORPORATE SPONSORED SYMPOSIA GUIDELINES AND APPLICATION

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October 20-24, 2006  
Boston, Massachusetts

## GENERAL INFORMATION

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Corporate Sponsored Symposia are programs that are planned and conducted by the corporate community in conjunction with the 2006 Annual Scientific Meeting of NAASO, The Obesity Society. They provide attendees with additional educational/informational opportunities. Program content and product information are the sole responsibilities of the corporate sponsors.

Symposia will be held October 21-24, 2006. Symposia are to be conducted immediately prior to, or after, scheduled Annual Scientific Meeting program sessions.

**Times are contingent upon the confirmation of our educational program. Due to limited space availability, The Obesity Society cannot guarantee that similar topics will not be scheduled simultaneously. There will be two symposia per time slot and slot availability is subject to change.**

Saturday, October 21	6:30 – 8:00 am
Saturday, October 21	6:30 – 8:30 pm
Sunday, October 22	6:30 – 8:00 am
Monday, October 23	6:30 – 8:00 am
Monday, October 23	6:00 – 8:00 pm
Tuesday, October 24	6:30 – 8:00 am

**Symposium Sponsorship Fee: \$15,000**

## GUIDELINES

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**Application:** Companies that want to conduct a Corporate Sponsored Symposium must complete the attached application form and include a complete program description and agenda for review and approval. Only applications completed in full will be considered.

**Review of Applications:** Symposia will be reviewed and approved on a first-come, first-served basis by subject and company sponsor. An authorization letter from a pharmaceutical or device company must accompany any application submitted by a medical education company. Applications without the authorization letter will not be reviewed.

**Deadlines:** Applications, authorization letters, and other required documentation must be received by July 14, 2006.

**Eligibility:** Sponsoring companies do not need to be exhibiting at the 2006 Annual Scientific Meeting of NAASO, The Obesity Society, in order to hold a Corporate Sponsored Symposium.

**Notification:** Companies will be notified by August 7, 2006, regarding acceptance and placement of their Corporate Sponsored Symposium. Please do not call before this date.

**Endorsements:** The Obesity Society does not endorse or co-sponsor Corporate Sponsored Symposia.

**Continuing Education Credits:** The Obesity Society does not provide continuing education credits for symposia. If CME, CPE, or CEU credits are to be offered, the accredited sponsor must be listed on the application form.

**Logistics:** Symposia organizers are responsible for all logistical arrangements, financing, continuing education credits, promotion other than mentioned above, and all other aspects of the symposia.

**Rules and Policies for Videotaping:** You may audio or video tape your session. Selection of the vendor and all associated expenses are the responsibility of your company. In addition, you are responsible for coordinating all logistics with the facility. The Obesity Society will supply contact information for official vendors. You are not obligated to use these vendors. Planning companies will be responsible for providing certificates of insurance for any outside vendors per specifications of the facility.

**Hotel Reservations for Planning Companies:** The Obesity Society's room blocks will not be held for symposia planning companies. Planning companies may reserve housing through the sponsoring company's room block or separately.

**Use of The Obesity Society's Name:** The Obesity Society must review and approve all promotional and program materials if the society's name is to be used. All uses of the society's name must be approved prior to the meeting. THE USE OF THE OBESITY SOCIETY'S LOGO IS NOT PERMITTED ON YOUR PROGRAM MATERIALS. However, you may use the official masthead of the 2006 Annual Scientific Meeting of NAASO, The Obesity Society (which will be provided upon acceptance of symposium).

One of the following phrases **must** accompany any use of The Obesity Society's meeting logo:

- 1) While attending the 2006 Annual Scientific Meeting of NAASO, The Obesity Society...
- 2) ...to be held in conjunction with the 2006 Annual Scientific Meeting of NAASO, The Obesity Society.

## BENEFITS

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- Complimentary one-time use of the pre-registered attendee mailing list. The Obesity Society must review and approve all pieces prior to mailing. The Obesity Society will send this on August 11, 2006, as an Excel file for supporters to sort and filter as they choose. The following information will be provided: full name, suffix, company name, address, country. E-mail addresses and fax/phone numbers will not be provided.
- One sponsor-supplied, program-related insert for inclusion in the registration bag (must be approved by The Obesity Society and may not be larger than 8 ½" x 11"). Please submit these inserts in PDF format to Tricia Cavallo by e-mail at [tricia@pacevent.com](mailto:tricia@pacevent.com).
- Opportunity to place symposium registration link on The Obesity Society's meeting Web site.
- Corporate Sponsored Symposia will be promoted\* on The Obesity Society's meeting Web site, in promotional materials and in the Final Program, and on site at the meeting.
- All symposia will be promoted\* on a sign produced by The Obesity Society and displayed in the registration area. The sign will include date, location, program title, supporting company, and logo, if provided by the specified production deadline.

\*Note: The Obesity Society's promotion of each symposium is limited to the following information: symposium title, sponsoring and supporting companies, 100 word description (taken directly from the application), and time, date, and location of symposium. Any edits to this information must be received by August 4, 2006.

## APPLICATION

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**APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY UPON SUBMISSION.** The Obesity Society must receive program title, description, proposed speakers, and a program agenda prior to review. Incomplete applications **will not** be considered. An authorization letter from a pharmaceutical or device company must accompany any application submitted by a medical education company. Applications without the authorization letter will not be reviewed.

**Applications are due by July 14, 2006.** Applications submitted after this date will be accepted as long as space is available. You will receive e-mail notification confirming receipt of your application within two business days. Acceptance letters will be mailed on August 7, 2006. **Please do not call before this date.**

<p><b>Name of Company Sponsoring Program:</b> _____</p> <p>Primary Contact Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-Mail: _____</p>
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<p><b>Name of Company Planning Program:</b> _____</p> <p><i>A primary contact must be listed. This person will be The Obesity Society's main point of contact for all aspects of the program.</i></p> <p>Primary Contact Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-Mail: _____</p>
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**PROGRAM INFORMATION\***

Program Title: \_\_\_\_\_

Proposed Speakers: \_\_\_\_\_

Program Description (must be 100 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accredited Sponsor Providing CME/CPE/CEU credit: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

\*If there are any changes in the title, description, or speakers, please notify Tricia Cavallo by e-mail at [tricia@pacevent.com](mailto:tricia@pacevent.com). Print deadlines will be provided. Changes received after print deadlines will NOT be included in the on-site publications.

**DATE/TIME PREFERENCE**

Times are contingent upon the confirmation of our educational program. Due to limited space availability, The Obesity Society cannot guarantee that similar topics will not be scheduled simultaneously. There will be two symposia per time slot and slot availability is subject to change.

Please rank the following time slots in order of preference (1 – 3):

- |     |                      |                |
|-----|----------------------|----------------|
| ___ | Saturday, October 21 | 6:30 – 8:00 am |
| ___ | Saturday, October 21 | 6:30 – 8:30 pm |
| ___ | Sunday, October 22   | 6:30 – 8:00 am |
| ___ | Monday, October 23   | 6:30 – 8:00 am |
| ___ | Monday, October 23   | 6:00 – 8:00 pm |
| ___ | Tuesday, October 24  | 6:30 – 8:00 am |

Room assignment for symposia is the sole responsibility of The Obesity Society. **Planning companies may not negotiate room space with hotels. All space assignments are final. The Obesity Society reserves the right to change meeting space assignments based on final numbers for the group.**

**Logistical Arrangements:** All food and beverage, hotel reservations, speaker-ready rooms, and logistical arrangements are the responsibility of the symposium sponsor. Upon acceptance of the symposium, The Obesity Society will provide the facility contact information to the symposium sponsor's primary contact. The Obesity Society assumes no responsibility for any of the following: hotel reservations, additional room rental, food and beverage charges, audiovisual equipment, service charges associated with symposia room or equipment, speaker charges or arrangements, or CME/CPE/CEU credits.

**INVOICE INFORMATION**

Please complete the following information regarding invoicing. The Obesity Society will send the invoice to:

Contact Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Invoices will be mailed on **August 7, 2006**. Companies that cancel confirmed programs after **August 14, 2006**, are subject to a \$5,000 cancellation fee.

**Submit application to:**

Tricia Cavallo  
NAASO, The Obesity Society  
c/o PAC Event Management, LLC  
8005-C Creighton Pkwy., #727  
Mechanicsville, VA 23111

**Questions?**

Contact Tricia Cavallo  
Phone: 804-723-3138  
Fax: 240-208-0300  
E-Mail: [tricia@pacevent.com](mailto:tricia@pacevent.com)