



## CORPORATE-SPONSORED SYMPOSIA APPLICATION AND GUIDELINES

Corporate-Sponsored Symposia are programs that are planned and conducted by the corporate community in conjunction with Obesity 2009. 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 25-28, 2009. Symposia are to be conducted on days immediately prior to, or after scheduled Obesity 2009 program sessions.

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### AVAILABILITY

**Times are contingent upon the confirmation of our educational program.** The Obesity Society cannot guarantee that similar topics will not be scheduled by other Corporate-Sponsored Symposia. There is one symposium available during each timeslot.

Sunday, October 25	6:30 – 7:45 am
Sunday, October 25	7:15 – 9:00 pm
Monday, October 26	6:30 – 7:45 am
Monday, October 26	7:15 – 9:00 pm
Tuesday, October 27	6:30 – 7:45 am
Tuesday, October 27	Noon – 2:00 pm

**Symposium Sponsorship Fee: \$20,000**

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### GUIDELINES

**Application:** Companies that want to conduct a corporate-sponsored symposium must complete the 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 May 30, 2009.

**Eligibility:** Sponsoring companies do not need to be exhibiting at Obesity 2009 in order to hold a Corporate-Sponsored Symposium.

**Notification:** Companies will be notified as soon as possible, but no later than June 15, 2009 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 CMEs, CPEs, or CEUs 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 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 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 LOGO IS NOT PERMITTED ON YOUR PROGRAM MATERIALS.** However, you may use the Obesity 2009 logo (which will be provided upon acceptance of symposium).

One of the following phrases must accompany any use of Obesity 2009 logo.

- "While attending Obesity 2009, . . . "
- ". . . to be held in conjunction with Obesity 2009."

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## **BENEFITS**

- Complimentary one-time use of the meeting pre-registered attendee mailing list. The Obesity Society must review and approve all pieces prior to mailing. The Obesity Society will send this on July 21, 2009 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. Email 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 for approval to Tricia Cavallo by email at: [tricia@pacevent.com](mailto:tricia@pacevent.com). Sponsoring company is responsible for reproduction and shipping of insert.
- Opportunity to place symposium online registration link on The Obesity Society's meeting website.
- Corporate Sponsored Symposia will be listed on the Obesity Society's meeting website, in promotional materials and Final Program, and onsite at the meeting.
- All symposia will be promoted on an Obesity Society produced sign to be displayed in the registration area. The sign will include date, location, program title, supporting company and logo if provided by specified production deadline.

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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 May 30, 2009.**

Applications submitted after this date will be accepted as long as space is available. You will receive email notification confirming receipt of your application within two business days. Acceptance letters will be mailed no later than June 15, 2009. **Please do not call before this date.**



## CORPORATE-SPONSORED SYMPOSIUM APPLICATION FORM

### CONTACT INFORMATION

**Name of Company Sponsoring Program:** \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Name of Company Planning Program:** \_\_\_\_\_  
(A primary contact must be listed. This person will be The Obesity Society's main point of contact for all aspects of the program.)  
Primary Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### PROGRAM INFORMATION\*\*

**Program Title:** \_\_\_\_\_  
\_\_\_\_\_  
**Proposed Speakers:** \_\_\_\_\_

**Program Description** (*Must be 100 words or less*):

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

**Accredited Sponsor providing CMEs/CPEs/CEUs:**

\_\_\_\_\_

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

\*\*If there are any changes in the title, description, or speakers please notify Tricia Cavallo by email at: tricia@pacevent.com. Printing deadlines will be provided. Changes received after print deadlines will NOT be included in the onsite 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 availability is subject to change.**

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

Sunday, October 25	6:30 – 7:45 am	_____
Sunday, October 25	7:15 – 9:00 pm	_____
Monday, October 26	6:30 – 7:45 am	_____
Monday, October 26	7:15 – 9:00 pm	_____
Tuesday, October 27	6:30 – 7:45 am	_____
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## ROOM ASSIGNMENT

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 symposia sponsor. Upon acceptance of the symposium, The Obesity Society will provide the facility contact information to the symposia 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 CMEs/CPEs/CEUs.

## INVOICE INFORMATION

**Please complete the following information. 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 **June 15, 2009**. Companies that cancel confirmed programs after **June 30** are subject to a \$5,000 cancellation fee. *Payment is requested by check only.*

### Submit application to:

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

**Questions?** Contact Tricia Cavallo ♦ Phone: 804.723.3138 ♦ Fax: 240.208.0300 ♦ Email: [tricia@pacevent.com](mailto:tricia@pacevent.com)