

Sleep Medicine Trends Industry Supported Event Application
The Hilton Austin | 500 East 4th Street, Austin, TX 78701
February 17-19, 2023

Deadline to submit application: January 20, 2023

My signature below verifies that I have read and understand the conditions of this application, as well as the conditions and regulations published in the "Guidelines for Industry Supported Events" document. By signing below, I am indicating my company's agreement to be bound by any and all such conditions and regulations. I accept responsibility for informing all of our employees, speakers, supporters and event organizers of these conditions and for ensuring that they will also abide by them. I further understand the penalties, which may be assessed if we are in violation of these conditions, as well as the cancellation policy for canceling the event. Industry Supported Event applications will not be accepted after **Friday, January 20, 2023**.

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Date of Event: Friday, February 17, 2023 | <input type="checkbox"/> First Choice | <input type="checkbox"/> Second Choice |
| <input type="checkbox"/> Date of Event: Saturday, February 18, 2023 | <input type="checkbox"/> First Choice | <input type="checkbox"/> Second Choice |

Name of Event: _____

Will there be food and beverage as part of the event? Yes No

Organization Contact Information:

Organization: _____ Contact Person: _____
Address: _____ Title: _____
City: _____ State: _____ Postal Code: _____ Country: _____
Telephone: _____/_____ Fax: _____/_____
Email: _____

Will there be CME offered? Yes No

CME Provider Contact Information (leave blank if not offering CME):

Organization: _____ Contact Person: _____
Address: _____ Title: _____
City: _____ State: _____ Postal Code: _____ Country: _____
Telephone: _____/_____ Fax: _____/_____
Email: _____

Payment Information (\$7,500 Industry Supported Event Fee must be paid in full)

- Personal Check or Money Order**
Checks and international money orders should be made payable to the AASM. Checks will not be accepted unless they are made in U.S. funds drawn on a U.S. bank.
- Credit Card**

Please Charge (Grand Total): _____

To my (check one): Visa Mastercard American Express Discover

Card Number: _____ Expiration Date: _____ Validation Code*: _____

Name on Card: _____ Signature: _____ Date: _____

*For VISA, Mastercard or Discover, the validation code is the last three digits in the signature box. For an American Express, the validation code is the four numbers above the credit card number.

AASM Guidelines for Industry Supported Events

Industry Supported Event

We invite you to submit a proposal for an Industry Supported Event. To do so, an Industry Supported Event application and proposal must be submitted. The AASM defines an Industry Supported Event as:

- An educational program that is commercially supported.
- An educational program that may or may not offer continuing medical education credit for physicians.
- An educational program that is planned and implemented by an organization other than the AASM.
- An educational program that is not part of the official AASM course, but is held in conjunction with Sleep Medicine Trends.
- An educational program planned for a 1.5-3-hour time period during the allowable dates and times below.

Attendance at previous courses has ranged from 75-125+ participants. The AASM does not guarantee attendance levels at Industry Supported Events.

Available Dates and Times

The following date and times are available:

- Friday, February 17, 2023 (6:00 p.m. to 9:00 p.m.)*
- Saturday, February 18, 2023 (6:00 p.m. to 9:00 p.m.)*

*Sleep Medicine Trends ends at 5:00 p.m. on Friday and Saturday. Industry Supported Events may not begin earlier than 6:00 p.m. on Friday or Saturday, including registration. Depending on the session set-up, the event may need to be later to accommodate for room flip and/or food and beverage set-up.

Industry Supported Event Sponsorship Fee

The sponsorship fee for holding an Industry Supported Event during Sleep Medicine Trends is \$7,500, which must be submitted with the application. If the Industry Supported Event is not accepted the fee is fully refunded.

The sponsorship fee includes:

- Consideration of proposal by the AASM
- One complimentary rental of the pre-registration mailing list
- A link on the AASM's website to the organizer's website to promote the event
- Description of the event in the course materials (placement is at the discretion of the AASM)
- Inclusion in one AASM pre-meeting e-blast that goes out to all pre-registered attendees (email is distributed by the AASM and content is at the discretion of the AASM)

Use of AV and ballroom are included (If additional AV support is needed for the event, it will need to be coordinated by the ISE host). If you plan to create any enduring materials based off of your Industry Supported Event, you must notify the AASM within 90 days following the course.

Submission Deadline

In addition to the application, the proposal must contain the following information:

- Event Speakers and Contact Information
- Event Outline and Schedule
- Content Description

Proposals for Industry Supported Events will not be accepted after **Friday, January 20, 2023**.

Faculty Selection Criteria

Faculty names must be, at a minimum, tentatively confirmed and listed as part of the application in order to be considered. Upon review of the applications, the AASM may elect to offer feedback to the Industry Supported Event organizer.

Selection and Scheduling Procedures

Industry Supported Events are reviewed and accepted by the AASM. The AASM accepts Industry Supported Events based on content, agenda and overall coordination with the Sleep Medicine Trends course. The AASM limits the number of Industry Supported Events to one per night. The AASM reserves the sole right to accept the Industry Supported Event. Notification of acceptance will be provided in writing within seven to ten business days of receipt of application. Exhibiting at the event is recommended, but is not required to host an Industry Supported Event.

Cancellation

Notice of cancellation must be submitted in writing. **Cancellations are not entitled to a refund.**

Continuing Medical Education

Continuing Medical Education (CME) credit is **not** provided by the AASM for Industry Supported Events. Those who elect to offer CME credit must obtain sponsorship from another Accreditation Council for Continuing Medical Education (ACCME) accredited provider. All Industry Supported Events offering continuing education credit must comply with the ACCME Essential Areas and Elements and the Standards for Integrity and Independence.

Planning

If available, meeting space for the event will be provided by the AASM. If the organizer wishes to contract additional meeting space directly from the hotel, the organizer will be responsible for any additional expenses. In addition, the following, if applicable, including all expenses, are the responsibility of the Industry Supported Event organizers:

- Audiovisual
- Catering
- Decorating
- Entertainment
- Transportation
- Room Flip/Reset

The final program outline for an Industry Supported Event must be submitted to the AASM Meeting Department no later than **Friday, January 20, 2023**.

Signage

The AASM allows ONE sign measuring no larger than 24" x 36" to be placed in the registration area at hotel up to one day prior to the scheduled Industry Supported Event program. Organizers of an Industry Supported Event may provide additional signage and must follow the guidelines of the hotel. All signage must receive AASM approval prior to print. Flyers or handouts are prohibited unless prior approval is obtained.

Promotion

Industry Supported Event organizers have the following opportunities to advertise their event: mailing list rental of the Sleep Medicine Trends course attendees and mailing list rental of AASM membership lists. The AASM requires that any and all promotion of Industry Supported Events receive AASM approval. Organizers should allow five business days for the approval process. Please keep the approval process in mind when planning promotional materials so as not to strain design and print timelines. Promotional materials include but are not limited to: advertisements, announcements, invitations, signage and solicitations.

Use of AASM Name and Logo

The AASM name, logo, acronym and any reference to the meeting are proprietary and may not be used in signs, advertisements or promotions without consent and approval by the AASM. This guideline applies before, during and after the meeting.

Questions

All questions regarding Industry Supported Events should be directed to Annette Delagrange, at (630) 737-9732 or adelagrange@aasm.org. The AASM national office is located at 2510 North Frontage Road, Darien, IL 60561.