



Corporate Supported Symposia Application and Guidelines

Corporate Supported Symposia are programs that are planned and conducted by the corporate community in conjunction with ObesityWeekSM 2017. Corporate Supported Symposia may be directed toward American Society for Metabolic and Bariatric Surgery (ASMBS) and/or The Obesity Society (TOS) participants. These events provide attendees with additional educational/informational opportunities. Program content and product information are the sole responsibility of the corporate sponsors. Symposia are scheduled to be conducted adjacent to scheduled ObesityWeek scientific/educational sessions and will be held during the event Sunday, Oct. 29, Tuesday, Oct. 31 and Wednesday, Nov. 1. All symposia will take place at the Gaylord National Convention Center, near Washington DC.

ASMBS and TOS cannot guarantee that similar topics will not be scheduled for other Corporate Support. **ASMBS and TOS reserve the right to offer a different time slot than requested if there is a conflicting activity being held by ObesityWeek or one of the societies.** This will ensure maximum potential attendance. Up to three corporate sessions may be scheduled during each of the following time slots:

- ◆ Sunday, October 29 7:00 - 9:00 PM
- ◆ Tuesday, October 31 6:45 - 7:45 AM
- ◆ Tuesday, October 31 7:00 - 9:00 PM
- ◆ Wednesday, November 1 7:00 - 8:00 AM
- ◆ Wednesday, November 1 7:00 - 9:00 PM

Symposium Application Fee: \$25,000

Guidelines

Application Organizations that want to conduct a corporate supported symposia 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. A letter of agreement from a pharmaceutical, device or medical education provider organization must accompany the submitted application. Applications without the authorization letter will not be reviewed.

Deadlines Applications, authorization letters and other required documentation must be received by **September 15, 2017**.

Eligibility Sponsoring organizations are not required to exhibit at ObesityWeek 2017 in order to hold a Corporate Supported Symposium.

Notification Organizations will be notified as soon as possible, but no later than **September 29, 2017** regarding acceptance and placement of their Corporate Supported/Sponsored Symposia.

Endorsements ASMBS and TOS do not endorse or co-sponsor Corporate Supported Symposia.

Continuing Education Credits ASMBS and TOS do not provide continuing education credits for corporate symposia. If CME, CPE, or CEU credit is to be offered, the accredited provider must be listed on the application form.

Logistics Symposia organizers are responsible for all speaker invitations and fees, logistical arrangements, financing, continuing education credits, promotion other than those mentioned above or following, and all other aspects of the symposium.

Rules and policies for videotaping Audio or videotaping of your session is permitted. Selection of the vendor and all associated expenses are the responsibility of your company. ObesityWeek will supply contact information for official vendors; however, 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 sponsors Corporate Supported Symposia speakers and staff are responsible for booking their own hotel rooms for use during ObesityWeek. Rooms may be booked either through the ObesityWeek housing site or separately.

Use of the ObesityWeek, ASMBS or TOS name ASMBS and TOS must review and approve all promotional and program materials if the event name or a society's name is to be used. All uses of the event and societies' names must be approved prior to the meeting.

THE USE OF THE ASMBS AND/OR TOS LOGOS ARE NOT PERMITTED ON YOUR PROGRAM MATERIALS. However, you may use the ObesityWeek 2017 logo, which will be provided upon acceptance of symposium.

One of the following phrases must accompany any use of ObesityWeek 2017 logo: 1) while attending ObesityWeek 2017, OR 2) being held in conjunction with ObesityWeek 2017.

Benefits

- ◆ Complimentary one-time use of the meeting pre-registered attendee email/ mailing list. TOS and ASMBS must review and approve all pieces prior to sending. ObesityWeek will provide the list 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 and email. Phone and fax/phone numbers will not be provided.
- ◆ Sponsors may choose to advertise their program with a virtual bag insert, for an additional fee of \$3000 (exclusive of any design). Inserts must be pre-approved by ObesityWeek. Please submit proposed inserts in PDF format for approval to Margaret Bravo at Margaret.Bravo@BlackwoodCME.com no later than **September 25, 2017**. Fees for inserts will be added to corporate sponsorship invoices.
- ◆ Dedicated event web page for the supported symposium on the ObesityWeek website, complete with the option to include an event registration link.
- ◆ Corporate Supported Symposia will be listed on the ObesityWeek website, in promotional materials, in the mobile app, and onsite at the meeting.
- ◆ All symposia will be promoted on an ObesityWeek produced sign to be displayed within the center. The sign will include date, location, program title, educational provider, and supporting company if provided by specified production deadline.

Applications must be completed in their entirety upon submission. ASMBS and TOS must receive program title, description, proposed speakers and a program agenda prior to review of the application. Incomplete applications will not be considered. A letter of agreement from the supporting/sponsoring pharmaceutical, device or provider organization must accompany submitted applications. Applications without the authorization letter will not be reviewed.

Applications are due by September 15, 2017. Applications submitted after this date can be accepted as long as space is available. You will receive email notification confirming receipt of your application within five business days. Acceptance letters will be mailed by **September 29, 2017**.

**Don't miss
this opportunity to
connect with the
leading players in
the field of
obesity from
world-renowned
speakers,
researchers and
clinicians
to advocates,
policymakers
and educators.**

Name of Company Supporting 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 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 Faculty

Program Description (Must be 100 words or less)

Anticipated Attendance

**If there are any changes in the title, description, or speakers please notify Margaret Bravo by email at Margaret.Bravo@BlackwoodCME.com. Printing deadlines will be provided. Changes received after print deadlines will NOT be included in the onsite publications.

Obesity professionals from around the world gather to discuss and disseminate the state-of-the-art information on obesity research and clinical care.

CME/CPE/CEU

Accredited Provider

The following is required for all CME/CPE/CEU programs.

Name of Company Accrediting Program

(A primary contact must be listed. This person will be main point of contact for all aspects of the program.)

Primary Contact Name

Address

City/State/Zip

Phone

Fax

Email

Education Information

Summary of Needs Assessment with References and Desired Result

Learning Objectives

Evaluation Process (Please provide a description of the evaluation process and expected outcomes as related to the needs assessment.)

Accreditation Statement

Disclosure Statement

ObesityWeek provides essential educational and networking opportunities and forums for increasing knowledge, stimulating research, and promoting better treatment for those affected by this disease.

Date/Times Preference

Times are contingent upon the finalization of our educational program. Due to limited space availability, ASMBS and TOS cannot guarantee that similar topics will not be scheduled simultaneously. There will be up to three symposia per time slot and availability is subject to change. ASMBS and TOS reserve the right to offer a different time slot than requested if there is a conflicting activity being held by ObesityWeek or one of the Societies. This will ensure maximum potential attendance.

Please rank the following time slots in order of preference:

- | | |
|-----------------------------|----------------|
| _____ Sunday, October 29 | 7:00 - 9:00 PM |
| _____ Tuesday, October 31 | 6:45 - 7:45 AM |
| _____ Tuesday, October 31 | 7:00 - 9:00 PM |
| _____ Wednesday, November 1 | 7:00 - 8:00 AM |
| _____ Wednesday, November 1 | 7:00 - 9:00 PM |

Room assignment for symposia is the sole responsibility of ObesityWeek. Planning organizations may not negotiate room space with hotels. All space assignments are final. ObesityWeek 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 supporter/sponsor. Upon acceptance of the symposium, ASMBS and/or TOS will provide the facility contact information to the symposium supporter/sponsor's primary contact. ObesityWeek assumes no responsibility for any of the following: hotel reservations, additional room rental, food and beverage charges, audiovisual equipment fees, service charges associated with symposia room or equipment, speaker charges or arrangements, or credit designation or certification.

Invoice Information

Please complete the following information regarding invoicing. ObesityWeek will send the invoice to:

Contact Name

Name of Company

Address

City/State/Zip

Phone

Fax

Email

Invoices will be mailed once programs are approved and no later than **September 29, 2017**. Organizations that cancel confirmed programs after **September 29, 2017** are subject to a \$5,000 cancellation fee. Payment is accepted by check only.

Submit application to:

Brent Schwartz
c/o Blackwood CME
461 Route 168, Unit A
Blackwood, NJ 08012
Brent.Schwartz@BlackwoodCME.com
856.513.9652

Submit payment to:

ObesityWeek, LLC
P.O. Box 75682
Baltimore, MD 21275-5682

Questions? Contact Brent Schwartz | 856.513.9652 | Brent.Schwartz@BlackwoodCME.com