

Hot Topics

in Neonatology

December 2-5, 2018

Marriott Marquis

Washington, DC

SATELLITE SYMPOSIUM INFORMATION

Submission Guidelines:

The first step in applying for an industry sponsored symposium to be held during *Hot Topics in Neonatology*® conference is to submit a Satellite Symposium Registration Form. Symposia cannot occur during the time that the conference is in session and Hot Topics must approve all symposia. The draft conference agenda has been included for your convenience in planning. Once your registration has been approved, you will need to submit a letter detailing the content of your program. Requests should be submitted on your company letterhead, addressed to Jay Greenspan, MD; Robert L. Brent Professor and Chairman, Department of Pediatrics, Nemours/Alfred I. duPont Hospital for Children/Thomas Jefferson University and can be emailed to Karen Bidus at kbidus@nemours.org.

Requests should include the name of the sponsoring company and projected number of participants, symposium topic, invited faculty, designated as CME event or non-CME event, the name of the company that will produce and manage the symposium, what that management includes (i.e. development of agenda, communication with speakers, accreditation if applicable, promotion, registration, interaction with hotel, etc) and a designated contact person. This information will be reviewed, and if approved, a time slot will be finalized.

Assignment: Time slots for the symposia will be made on a first reserved and paid, first served basis. Hot Topics reserves the right to make changes in assignments at any time.

Promotion: Symposium invitations must be submitted for approval on or before October 15, 2018. A draft of the invitation can be submitted via email to Karen Bidus at kbidus@nemours.org. Upon approval, you will receive a pre-registration list one month prior to the conference. Please do not use the words *Hot Topics in Neonatology*® or Nemours in your promotional materials or press releases unless the piece has been approved by Nemours.

We have a satellite symposia page on our Hot Topics website. If you provide us with a brief summary of your program, we can post it on the website with a button for more information, or a link your registration site.



Space: At this time, all satellite symposia (with the exception of Sunday,) will occur in the Independence Ballroom at the Marriott Marquis. We are anticipating a breakfast, lunch and dinner symposia will be scheduled each day. This room assignment is subject to change.

What Nemours/Hot Topics will provide:

- Complimentary use of a meeting room at the Marriott Marquis, set banquet style for 150-200 (dependent on AV setup.)
- A list of email addresses for Hot Topics attendees one month prior to the meeting for one time use for the sending of emailed invitations.
- A spot on the satellite symposia page on the Hot Topics website (www.hottopics.org)
- Registration table and two chairs outside of the meeting space.
- The ability to display one poster within the Hot Topics registration area if desired.
- Contact information for our meeting planner at the Marriott Marquis
- Contact information for our AV vendor.

Symposium Fee: \$10,000

What the sponsoring company must provide:

- Audio-visual equipment and support as necessary for the symposium. (We request that you work through our vendor – they will provide the necessary coordination between the multiple groups using the same room at different times during the day.)
- Meal for symposium participants

Giveaways: Customary descriptive product literature and other items of a modest nature may be distributed. Any giveaway with a value of more than \$25 must be approved by Hot Topics staff. No giveaways of over \$100 will be allowed. No contests, lotteries and/or games of chance allowed.

Food: Any significant food & beverage provided must be ordered through the Marriott Marquis.

Cancellation Policy: This agreement may be cancelled no later than two months prior to the above mentioned event without penalty upon giving written notice to Hot Topics conference management (info@hottopics.org). Cancellation after this date will result in forfeit of the symposium fee.

