

Options IX for the Control of Influenza Satellite Symposium Guidelines

All satellite symposia will be located in the Sheraton Chicago Hotel & Towers.

KEY DATES AND TIMES

LUNCHEON SYMPOSIUM – Fee \$50,000

12:30 pm – 2:00 pm

Available Dates (1 per \$50,000)

- Thursday, August 25
- Friday, August 26
- Saturday, August 27

EVENING SYMPOSIUM – Fee \$40,000

7:30 pm – 9:00 pm

Available Dates (1 per \$40,000)

- Thursday, August 25
- Friday, August 26
- Saturday, August 27

BREAKFAST SYMPOSIUM – Fee \$30,000

7:00 am – 8:30 am

Available Dates (1 per \$30,000)

- Thursday, August 25
- Friday, August 26
- Saturday, August 27

WHAT'S INCLUDED IN SYMPOSIUM SPONSORSHIP

ROOM SETUP

- Theater style seating, unless otherwise communicated to Options IX staff
- A riser with a lectern and head table for four (4) people
- Standard audiovisual set
 - Screen
 - Projector (beamer)
 - Computer at lectern
- Microphones
 - 2 Table top microphones at the head table
 - 2 Aisle microphones for question and answer

- 1 Lectern microphone

MEETING BAG INSERT

Each sponsored symposium will have the ability to produce a flyer to be inserted in all attendee meeting bags. The costs for production and shipping to the Sheraton Chicago Hotel and Towers is the responsibility of the sponsor.

- Size: 8 ½ x 11, double sided

PRE AND POST REGISTRATION LIST

Each sponsored symposium will be provided the pre-registration and post registration list of attendees. The pre-registration list will be 4 days after the pre-registration deadline. The post registration list will be given 7 days after the conference concludes.

Each sponsored symposium will have the opportunity to send (1) blast email promotion with use of the pre-registration list, and (1) blast email promotion with the use of the post registration list. Each notification must be sent to Options IX staff for approval prior to sending.

PROMOTION & REGISTRATION BY OPTIONS IX

The Options IX Conference website will post on the “Satellite Symposium” page the following information:

- Session Title
- Date
- Time
- Link to Program
- Sponsoring Company name

Options IX Conference online registration website will post the information above, and include a check box to collect attendee interest in the symposium. The sponsoring company will receive the total count and list of names of those interested in the symposium after the pre-registration deadline.

GENERAL INFORMATION & GUIDELINES

MEETING LOCATION

All sponsored symposium will take place in the Sheraton Chicago Hotel & Towers. Meeting room assignment for each symposium will be assigned by OPTIONS IX Staff. Room assignments will be confirmed in May 2016.

ATTENDANCE

OPTIONS IX does not guarantee attendance. Attendance depends on date, time, topic and the marketing efforts of each sponsoring company.

PROMOTIONAL MATERIAL REVIEW BY OPTIONS IX

OPTIONS IX staff must review all symposia applications, promotional materials, and reserve the right to reject topics, formats or materials deemed inappropriate.

All promotional material must be sent to Options IX staff and approved prior to distribution

Approval from OPTIONS IX staff does not constitute an endorsement of the program or its contents by OPTIONS IX or its component societies.

Promotional material may NOT be distributed within the educational session rooms.

EXHIBITION

OPTIONS IX prohibits any company who is not an official exhibitor of OPTIONS IX to host a satellite symposia.

CATERING

All catering is to be provided by the sponsor. OPTIONS IX is not responsible for providing catering. It is recommended that sponsors provide catering appropriate to the time of day of the symposium in order to enhance attendance.

MARKETING AND PROMOTION BY SPONSOR

CONTENT AND USE OF THE ISIRV AND OPTIONS NAME/LOGO

All advertisements, promotions or invitations for the symposium must bear the following statement: "This program is not affiliated with ISIRV or the OPTIONS IX Conference." This statement must appear on the cover/ front page of any copy using at least a 12pt. font size.

The ISIRV name/logo and Options IX name/logo may not be used in any promotions, advertisements, meeting materials or correspondence related to the program.

ON-SITE PROMOTION

Each sponsored symposium will have the opportunity to post signs in the following areas on the day of their symposium only. It is the responsibility of the symposium organizer to put up signage:

- (1) 22" x 28" poster in the lobby of the Sheraton Chicago Hotel & Towers, if permitted by the hotel;
- (1) 22" x 28" poster on each of the following levels and locations of the Sheraton Chicago Hotel & Towers OPTIONS IX meeting area (total of four posters).
 - Outside the entrance of the River Exhibition Level 1
 - Near escalators on Level 2
 - Near escalators on Level 3
 - Near Options IX registration area on Level 4

Posters/flyers can be displayed and distributed in the following locations, handheld posters and distributed flyers are not permitted:

- The sponsoring company's exhibit booth
- Options IX Doctor's Bag (additional fee of \$5,000)

PRINTED AND PUBLISHED MATERIALS

All industry sponsors/supporters must be listed on all symposium printed/published materials. All printed/published materials must bear the following information:

- Sponsored by..., or Supported by...,
- Coordinated by...