

Society of Plastic Surgical Skin Care Specialists

Skincare 2018

Corporate Satellite Symposium Guidelines

Corporate Satellite Symposia Definitions

Corporate Satellite Symposia are:

- Educational programs sponsored by an exhibiting company which has a designation for the provision of contact hours for nurses and/or aestheticians OR
- Promotional events sponsored by an exhibiting company, which are not eligible for continuing education credits AND
- Separate events from general session or breakout courses during the SPSSCS Annual Meeting that are not sponsored or endorsed by SPSSCS.

Commercial Supporter – The organization providing the funding for the educational or promotional event (skin care product company, medical device company, pharmaceutical company, etc.)

Third Party Contact Hour Provider/Accredited Sponsor – An outside organization planning the accredited content, education and awarding the contact hours.

Event Organizer – An outside event management company implementing the event on behalf of the Commercial Supporter.

It is important to note that there is a distinct difference between “Corporate Satellite Symposia” and “Affiliate Events.” Affiliate Events are **strictly social**, while Corporate Satellite Symposia are educational or promotional in nature and may or may not include a social function. SPSSCS does not assess a fee on Affiliate Events and does not provide marketing opportunities to those companies. SPSSCS, however, will assist companies sponsoring Corporate Satellite Symposia with a complete marketing program as outlined in these Guidelines.

No Implied Endorsement

Corporate Satellite Symposia are considered unofficial, separate events and are not endorsed by SPSSCS. Therefore, the use of any SPSSCS logo or seal, or any language other than “Held during Skin Care 2018 – Annual Meeting of the SPSSCS” is strictly prohibited in any and all marketing and promotional materials, including web sites.

Eligibility/Restrictions

Corporate Satellite Symposia opportunities are made available to confirmed exhibiting companies at the upcoming SPSSCS Annual Meeting. Space for Corporate Satellite Symposia is available on a first-come, first-served basis and will be assigned by SPSSCS according to space availability. Corporate Satellite Symposia are given priority over Affiliate Events.

Number of Events

The SPSSCS allows just two (2) Corporate Satellite Symposia at any onetime subject to space availability.

Scheduling

SPSSCS will assign you meeting space and then provide you with the appropriate contact information to proceed with your event. However, due to the size of the SPSSCS Annual Meeting and its needs, function space is limited so please make your commitment early.

Once space is assigned, you will be given the appropriate contact information to proceed with your event.

Audio Visual/Food and Beverage Service

Contact information regarding audio visual equipment rental and food and beverage will be provided to you in writing upon acceptance of your symposium. These costs are separate from the SPSSCS Corporate Satellite Symposia fee and are paid by the hosting company, NOT SPSSCS. All billing arrangements are to be coordinated directly through the facility.

Deadlines

Applications will be accepted on a first-come, first-served basis and will be open until all day/time slots are filled or until **February 2, 2018**, whichever comes first.

Corporate Satellite Symposia Fees

A check or money order, made payable to SPSSCS, **must accompany your application** in the sum of \$6,000.

If space isn't available, your application and fee will be returned in full.

Proposal Review and Acceptance

Once a check and application is received the application will be processed. At that time, the SPSSCS meeting staff will assign your space.

Once function space is assigned you will receive, via email, notification of acceptance along with the appropriate hotel contact information and room assignment, etc. You are responsible for contracting with the hotel and paying all the associated fees.

Cancellations

SPSSCS must be notified in writing prior to April 3, 2018. Any cancellations made on or prior to April 3, 2018 are subject to a 25% handling fee. No refunds will be issued to companies canceling on or after April 4, 2018.

Violations

In an effort to provide the best educational experience for the meeting attendees, the SPSSCS requires all Commercial Supporters, Third Party Contract Hour Providers, Event Organizers, exhibitors, sponsors, their employees and speakers to comply with the aforementioned guidelines and/or additional rules and regulations outlined in the Exhibitor Prospectus.

SPSSCS reserves the right to revoke any and or all privileges at future SPSSCS Meetings for any Commercial Supporter, Third Party Contact Hour Provider, Event Organizer, exhibitor, organizer or sponsor for violations of the aforementioned guidelines and the rules and regulations outlined in the Exhibitor Prospectus.

Available Dates, Times and Fees

The following dates and times are available for Corporate Satellite Symposia as they do not conflict with official SPSSCS meetings, social events, or educational activities:

Thursday, April 26, 2018	6:30 pm to 9:00 pm	\$6,000 (Following Welcome Reception)
Friday, April 27, 2018	5:00 pm to 9:00 pm	\$6,000

Marketing Opportunities

- A full set of SPSSCS seeded mailing labels (approximately 600+ members, and those who have been members within the last two years);
- One set of seeded labels of all registered attendees 6 weeks prior to the meeting;
- Listing on the SPSSCS meeting web site;
- Listing in the SPSSCS Annual Meeting Program Book as Corporate Satellite Symposia, including time, day, place and topic;
- Option to purchase advertising in "Specialty Skincare" and the Annual Meeting Program Book;
- Option to promote the event through room drops (SPSSCS fee waived, hotel fee still applies); and
- Option to promote the event through flyers distributed from the confines of the company's tabletop exhibit.

Signage

A total of two signs may be placed in the location of the Corporate Satellite Symposium on the day of the event. One is to be placed at the door of the assigned space of the event and one directional sign in an adjacent location to assist attendees with finding the assigned space. Any other signage will be removed by SPSSCS staff without notification. Signs are not provided by the SPSSCS.

Space Assignment

The SPSSCS will assign space based on your list of requirements and needs. We ask that you **consider ALL of your needs** including but not limited to: ceiling height, expected audience, food & beverage, audio visual needs and set up, seating etc. Once space is assigned and you are put in contact with the hotel, you will not be given the opportunity to ask for different space.

It is important to note that all activities including food set-up must be contained within your given space. A single registration table and the two signs are the only items to be outside of the assigned space. Additionally, all applications must cap their attendance to ensure all activities are contained within the assigned space. Booth space in the exhibit hall is not included in the Satellite Symposium space assignment.

Invitations/Promotions

The sponsoring company is responsible for all invitations and promotional materials. All marketing materials must contain the following statement: *“This event is not sponsored or endorsed by the SPSSCS.”*

Additionally, all materials must have approval by SPSSCS prior to distribution or posting, including web site listings. Any revisions or additions to marketing and promotional materials after SPSSCS approval will require additional approval.

Distribution of all literature is limited to the methods outlined above in “Marketing Opportunities.” Anything other than these will be considered a violation and the symposium will be cancelled without refund.

SPSSCS will not provide assistance with registration and it is suggested that you outline your registration policy clearly in your marketing materials.

Disclaimer

SPSSCS does what it can to support and promote each Corporate Satellite Symposium; however, **SPSSCS is not responsible for unsatisfactory attendance.** The SPSSCS will sell Corporate Satellite Symposia on a first-come, first served basis. Incomplete applications, **including failure to send payment** will result in a rejected application.

The SPSSCS does not review the presentations or evaluate the content of the programs, the products and/or services of the commercial supporter. Opinions presented during Corporate Satellite Symposia are those of the speaker and the commercial supporter and are not a reflection of the SPSSCS’ opinions, nor are they supported, sponsored or endorsed by the SPSSCS.

Questions

Please contact Lauren Todd at lauren@surgery.org or call 562/799-0466.

Planning Checklist

Due Date	Item
<input type="checkbox"/> NOW	Corporate Satellite Symposium Application with payment in FULL
<input type="checkbox"/> Dec. 1, 2017	Send promotional copy to SPSSCS for Registration Brochure, Facebook, and meeting website.
<input type="checkbox"/> Feb. 2, 2018	Deadline to submit application for Corporate Satellite Symposium / All space assigned
<input type="checkbox"/> Feb. 23, 2018	Request SPSSCS mailing list for early promotion of event
<input type="checkbox"/> Mar. 2, 2018	Deadline to submit promotional copy to be printed in the Annual Meeting Program Book
<input type="checkbox"/> Mar. 16, 2018	SPSSCS to provide seeded mailing list of all Skin Care 2018 registrants. Send event invitations.
<input type="checkbox"/> Apr. 3, 2018	Cancellation Deadline – no refunds after this date

Society of Plastic Surgical Skin Care Specialists
SKINCARE 2018
Corporate Satellite Symposium Application and Space Request

Commercial Supporter _____

Event Organizer _____

Designated Contact _____ Email _____

Phone _____ Fax _____

Address _____

Website _____

Event Title _____

Topic/Area of Interest _____ Estimated Attendance _____

Please list your first two options for date/time/fee

<input type="checkbox"/> Thursday, April 26, 2018	6:30 pm to 9:00 pm	\$6,000
<input type="checkbox"/> Friday, April 27, 2018	5:00 pm to 9:00 pm	\$6,000

- Function Type** Dinner Reception
- Room Setup** Rounds Theater Schoolroom Crescents

Audio Visual Needs and set up _____

**Plan Carefully: Request space to include all food & beverage functions INSIDE the room.
 A registration table and two signs are the only items allowed outside the assigned function room.**

- Nursing Contact Hours to Be Provided No Contact Hours to be Provided, Promotional Event Only

- All Corporate Satellite Symposia will be held at the **Marriott Marquis Times Square**. Location will be worked out with the supporting company and SPSSCS staff to best accommodate requests.
- All Corporate Satellite Symposia are sold on a first-come, first-served based on complete applications.
- For an application to be considered **complete payment MUST accompany the application.**

The undersigned hereby acknowledges that the Society of Plastic Surgical Skin Care Specialists (SPSSCS) is not responsible for this corporate satellite symposium, its content, speakers, overall outcome or attendance. The views expressed, and quality of the content are of those presenting, the accrediting body and/or the commercial sponsor and in no way should be regarded as those of the Society of Plastic Surgical Skin Care Specialists, its Board, the members or its staff. By signing this application you acknowledge and agree with all the terms and conditions of the Corporate Satellite Symposia Guidelines and the Exhibitor Prospectus and understand that you are purchasing time at the SPSSCS Skin Care 2018 Annual Meeting to hold your own symposia and are allowed to market the program as outlined in these guidelines. For questions, please contact Lauren Todd at 562-799-0466 or lauren@surgery.org.

Name _____ Title _____

Signature _____ Date _____

Payment Requirement: A check payable to SPSSCS in US funds drawn on a US Bank

Send completed application and payment to: SPSSCS
 11262 Monarch Street, Garden Grove, CA 92841 USA

PAYMENT MUST BE MADE IN FULL FOR APPLICATION TO BE PROCESSED