

Society of Plastic Surgical Skin Care Specialists

SKIN CARE 2019 – NEW ORLEANS

Corporate Satellite Symposium Guidelines

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.

Exhibitor – The organization providing the funding for the educational or promotional event (skin care product company, medical device company, pharmaceutical company, etc.) referred to within these Guidelines either as an exhibiting company or as an Exhibitor.

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 Exhibitor.

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.

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

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

Scheduling and Fees

Scheduling

Function space is limited so please make your commitment early.

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, May 16, 2019	6:30 pm to 9:00 pm	\$6,000 (Following Welcome Reception)
Friday, May 17, 2019	5:00 pm to 9:00 pm	\$6,000

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 15, 2019**, whichever comes first.

Corporate Satellite Symposia Fees

A check or money order in the sum of \$6,000.00, made payable to SPSSCS, must accompany your application. **Incomplete applications, including failure to send payment, will be rejected.**

Proposal Review and Acceptance

Once a check and application is received the application will be processed. If space isn't available, your application and fee will be returned in full. **SPSSCS reserves the right to approve all Corporate Satellite Symposia.**

If approved, SPSSCS meeting staff will assign your space and 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.**

Space Assignment

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. SPSSCS will sell Corporate Satellite Symposia and Affiliate Event space on a first-come, first served basis. 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.

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.**

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. **A/V and F&B costs are not included in the SPSSCS Corporate Satellite Symposia fee and are the responsibility of the Exhibitor.** All billing arrangements are to be coordinated directly through the facility.

Cancellations

SPSSCS must be notified in writing by April 16, 2019. Any cancellations made on or prior to that date are subject to a 25% handling fee. No refunds will be issued for requests after that date.

Live Demonstrations

In the event Exhibitor has fully paid for standard exhibit booth space, Exhibitor will be allowed to perform live demonstrations, only of topical products, injectables or ultrasound/radiofrequency device(s), and only within Exhibitor's exhibit space in the hotel and/or convention center at which the meeting is being held ("the Facility"). All other live demonstrations are prohibited unless Exhibitor has requested and received advance written permission. Live demonstrations are subject to the following conditions, which are in addition to the rules and regulations imposed upon all exhibitors by SPSSCS and the Facility.

Space. All live demonstrations shall take place completely within Exhibitor's exhibit booth space. The demonstration space must be independently large enough to accommodate the number of attendees reasonably expected, and must be surrounded by enough additional exhibit space so as to avoid any disruption in normal traffic flows through the Exhibits area of the Facility. Exhibitor is responsible for monitoring overflow and insuring that aisles are free of traffic congestion.

Light, Sound and Smell. Sound amplification and light shall be the minimum required for Exhibitor's demonstration and in all circumstances shall not unreasonably intrude upon the other exhibitors most closely adjacent to the demonstration area. Odors and fumes are not permitted.

Demonstrators. Demonstrations may only be conducted by ABMS surgeon diplomats or other individuals acting within their scope of practice who are licensed and insured in the jurisdiction where the meeting is being held ("Demonstrators"). Demonstrators shall comply with all safety protocols, both best practices as well as those minimally required by the local jurisdiction as to patients, medical personnel, observers and the demonstration area. Prior to the meeting, Exhibitor shall provide SPSSCS with written confirmation of each Demonstrator's qualifications as well as the name of the medical provider who will be providing follow-up care, as necessary.

Patient Releases. Prior to their participation, all individuals receiving treatments in Exhibitor's live demonstrations, whether paid or unpaid, and whether considered subjects, patients or live models ("Patients") shall sign releases absolving SPSSCS and the Facility of all liability for any loss that may occur, including but not limited to personal injury, property damage and/or medical negligence. Said releases shall confirm the Patient's informed consent and shall acknowledge that s/he shall only look to Exhibitor and Demonstrator for compensation or damages. Prior to conducting live demonstrations, Exhibitor shall provide SPSSCS with copies of all Patient releases.

Exhibitor Releases. Exhibitor hereby releases and holds harmless SPSSCS, including its affiliated corporations, leadership, agents, employees, independent contractors and guests, the Facility, including its agents, employees and independent contractors, and the entire world from any claims, damages, actions, costs, losses and expenses, including attorney's fees related in any fashion to Exhibitor's live demonstration or Exhibitor's breach of this agreement, and Exhibitor further agrees to defend and indemnify each and all of them against any such claim at Exhibitor's sole expense.

Exhibitor Insurance. Exhibitor shall procure insurance specifically covering the risks created by its live demonstrations which policy names SPSSCS and the Facility as additional insureds and sets coverage limits as recommended by Exhibitor's insurers. Prior to the meeting, Exhibitor shall provide SPSSCS with a certificate of insurance which confirms SPSSCS and the Facility as additional insureds.

Exhibitor Compliance. In the event Exhibitor is found to have exceeded the scope of authority for live demonstrations as conferred by this Agreement and any written amendments, Exhibitor's permission to perform live demonstrations shall be immediately revoked and Exhibitor shall be subject to immediate ejection without refund.

Exhibitor Marketing

SPSSCS Deliverables

- 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.

Optional Marketing Opportunities

- 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.
- Option to be included in our Meeting Promo via E-Blasts and Social Media

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.

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 “SPSSCS Deliverables and Optional Marketing Opportunities.” Anything other than these will be considered a violation and the symposium will be cancelled without refund.

Corporate Satellite Symposia/Affiliate Event Attendee Registration

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

Legal Disclaimers and Warnings

No Guarantee of Attendance

SPSSCS will support and promote each Corporate Satellite Symposium according to the services purchased by Exhibitor. SPSSCS is not responsible for unsatisfactory attendance.

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 2019 – Annual Meeting of the SPSSCS” is strictly prohibited in any and all marketing and promotional materials, including web sites. The SPSSCS does not review the presentations or evaluate the content of the programs, the products and/or services of the Exhibitor. Opinions presented during Corporate Satellite Symposia are those of the speaker and the Exhibitor and are not a reflection of the SPSSCS’ opinions, nor are they supported, sponsored or endorsed by the SPSSCS.

Live Demonstrations

Live demonstrations carry significant liability. Please read your responsibilities above, again.

Violations

In an effort to provide the best educational experience for the meeting attendees, the SPSSCS requires all Exhibitors, Third Party Contract Hour Providers, Event Organizers, 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 Exhibitor, Third Party Contact Hour Provider, Event Organizer, or organizer or sponsor for violations of the aforementioned guidelines and the rules and regulations outlined in the Exhibitor Prospectus.

Questions

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

Planning Checklist

Due Date	Item
___ NOW	Corporate Satellite Symposium Application with payment in FULL
___ Dec. 3, 2018	Send promotional copy to SPSSCS for Registration Brochure, Facebook and meeting website.
___ Feb. 15, 2019	Deadline to submit application for Corporate Satellite Symposium / All space assigned
___ Feb. 22, 2019	Request SPSSCS mailing list for early promotion of event
___ Mar. 16, 2019	Deadline to submit promotional copy to be printed in the Annual Meeting Program Book
___ Apr. 1, 2019	SPSSCS to provide seeded mailing list of all Skin Care 2018 registrants. Send event invitations.
___ Apr. 16, 2019	Cancellation Deadline – no refunds after this date

Society of Plastic Surgical Skin Care Specialists
SKIN CARE 2019 – New Orleans
 Corporate Satellite Symposium Application and Space Request

Exhibitor _____

Event Organizer _____

Designated Contact _____ Email _____

Phone _____ Fax _____

Address _____

Website _____

Event Title _____

Topic/Area of Interest _____ Estimated Attendance _____

Please mark your preference by one and two for date/time/fee:

<input type="checkbox"/> Thursday, May 16, 2019	6:30 pm to 9:00 pm	\$6,000
<input type="checkbox"/> Friday, May 17, 2019	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 **Ernest N. Morial Convention Center**. 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 2019 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