



## ITNS Non-CE Symposium Guidelines

1. The **Sponsor** will provide the proposed Non-CE Symposium information to the ITNS Executive Office for consideration. This information will include:
  - Title of program
  - Abstract text description of 500 words or less for use in ITNS symposium materials**Sponsor will be notified regarding approved topics within 5 business days.**
2. **The Sponsor** is responsible for all program development and speaker selection. Sponsor is responsible for all costs associated with the development and implementation of the symposium session, the development and distribution of materials as well as payment of honoraria and expenses directly to the speaker(s).
3. **The Sponsor** is responsible for all marketing costs and stand-alone brochures advertising the symposium. ITNS will provide a listing on the meeting website, schedule and on site meeting signage. ITNS will also offer discounts on bag inserts, and additional use of registration mailing list.
4. **The Sponsor** is responsible for ordering the food & beverage for the symposium unless they choose ITNS to include the food. **The Sponsor** is responsible for the cost of the food at the event unless otherwise specified.
5. **The Sponsor** will collect presentations from speakers, from which they will print, collate, ship and distribute at the symposium as handouts (*optional*).
6. **ITNS** will assign appropriate meeting space and set up for the symposium. Standard AV includes: Screen, LCD projector, laptop, standard speaker set and a podium or lavalier microphone for each speaker. (ANY additional AV requirements will be provided by ITNS's AV vendor at the expense of the symposium sponsor.)
7. **ITNS** staff will provide a one-time use of the membership mailing list to the Sponsor for advertising it's symposium.
8. **ITNS** will pre-approve all advertising for the symposium and provide such approval in writing to the Sponsor.
9. **Fee** - \$15,000 [\$5,000 nonrefundable fee due with signed Letter of Agreement] Food is an additional cost ordered through the hotel, or ITNS provides the food & beverage for a fee of \$40,000.

### Advertising Regulations

1. All advertising for the symposium must be approved by ITNS in writing prior to printing.
2. ITNS does not endorse Non-CE Symposium and therefore no indication should be made in the advertising that ITNS endorses the symposium.