



**American Association
of Neuroscience Nurses
43rd Annual Meeting
March 19-22, 2011
Kansas City Convention Center
Kansas City, MO**

Guidelines for Commercially Supported Symposia

Overview

The American Association of Neuroscience Nurses (AANN) invites its Corporate Members and Commercial Supporters to submit proposals for commercially supported symposia to take place during AANN's Annual Meeting. Proposals will be reviewed by the AANN Program Committee, and evaluated based on the quality of the proposed programs and their relevance to the neuroscience community. The proposed programs must demonstrate best practice and objectivity and be free of commercial bias for or against any product.

If a proposal is accepted by the Program Committee, the program will be integrated into the AANN annual meeting program, and designated for nursing contact hours. **The symposium will not be a satellite session, but will be considered part of the AANN annual meeting proper. AANN may assign the symposium as a concurrent session with another commercially supported activity.**

As such, AANN must maintain control of the content of the symposium, and will reserve the right to modify the program to better meet the needs of the AANN membership. AANN Board Members and Program Committee representatives are not eligible to be presenters at the commercial support activity. The Program Committee may have recommendations for alternative speakers or alterations to the program.

The AANN Program Committee will meet 6 months prior the meeting and will review all proposals at that time. AANN will notify applicants approximately one month after this decision. As directed by the Program Committee, staff will coordinate any changes to the program. Any changes to the symposium must be with the full knowledge and approval of the AANN Program Committee.

Steps:

8/20/10	Proposal with suggested speakers, objectives and abstract due to AANN
9/1/10	Notification of acceptance or revisions; companies invoiced for educational grant
9/8/10	Finalized program and conference brochure copy due
12/7/10	Educational grant and letter of agreement due to AANN
1/4/11	Draft copy of promotional materials submitted to AANN for approval
1/10/11	AANN Program Book advertising deadline (optional, for additional fee)
1/10/11	Disclosure statements due for inclusion in Program Book
1/24/11	Course promotional materials and handouts must be submitted to AANN for approval
2/1/11	AANN to provide logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts
2/4/11	Room drop (no larger than an 8 ½" x 11" - quantity 600-optional, for additional fee)
2/25/11	Requests due for additional audiovisual equipment.
5/10/11	Program evaluation of session provided by AANN
5/19/11	Speaker honoraria and expenses disbursed by AANN

Proposal submission and approval process

1. Use the attached form or download an application form from the AANN web site at www.aann.org.
2. Develop a full abstract; include educational objectives, title, and abstract text (not to exceed 300 words) and submit to Mary Paulson by the date listed on the previous page.
3. Make presenter recommendations. Presenter information should include name, credentials, facility, city/state, mailing address, phone, fax, e-mail and a brief biographical data sketch.
4. During the faculty selection process, the commercial supporter will be reminded that faculty must be approved by the AANN Program Committee. It is the responsibility of the commercial supporter to convey this when talking with potential faculty.
5. The AANN Program Committee will review the proposal at its September meeting. You will be notified of the committee's decision regarding acceptance or rejection of the proposed program, or notified of any revisions the committee requires to format, content, objectives and/or speakers. All speakers will be contracted for the symposium through AANN.
6. The AANN Program Committee must approve all faculty selections and any change in faculty.
7. Topics cannot be changed once they have been approved.
8. AANN will communicate with all confirmed speakers, including pre- and post meeting correspondence and honoraria disbursement. This includes information on travel, hotel and expenses. AANN will send a sample copy of the speaker's confirmation letter to the commercial supporter. *The commercial supporter or the communications company retained to coordinate this event may not make any direct payments of honoraria or expenses to the speakers.*
9. AANN will also secure disclosure statements from the faculty and the information will be included in AANN's Program Book.

Event logistics and registration

1. **One person must be designated as the sole contact for your company. AANN will deal directly with that one person.** It is the commercial supporter's responsibility to share all information included in these guidelines with the medical education company retained to manage the event.
2. Registration for the symposium will be handled by AANN. Only those registered for the AANN conference may attend the symposium.
3. AANN will assign a meeting room for your event at the conference facility.
4. The symposium and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
5. A minimum food and beverage guarantee based on 500 is required based on history. The purpose of the guarantee is to ensure access to the session to as many AANN members as possible. The guarantee has been based on pre-registration numbers and past attendance at similar events in the last 3 years. AANN will provide you with menus for selecting food and beverages. AANN may require you to change your menu based on other events within meeting.
6. No sales activities may take place and no promotional materials may be distributed in the session room or the registration area.
7. Space will be allocated for a maximum of 4 signs (22" x 28") for the symposia. Placement of signs will be determined by AANN in conjunction with the sponsor.
8. AANN requires that you use the designated audio-visual contractor, MAC, for this conference. A detailed AV equipment list and floor diagram will be provided. You have approval to bring in your own Producer. AANN's standard stage set-up and audio/visual requirements will be used. If any additional a/v requirements are needed, MAC productions will bill you directly.

9. All facility expenses including but not limited to the food and beverage cost, carpet (if needed), masking, room set-up and clean up, electrical, telephone, shipping, etc., are the sole responsibility of the Symposium organizer. AANN will invoice you for any additional costs.
10. AANN will manage registration for the event in advance of the meeting and on-site.
11. Any enduring materials to be developed from the event must be done with the full approval of AANN and subject to the terms established by AANN. (See section on Enduring Materials, below.)
12. AANN will be responsible for preparing program evaluation forms. No additional forms will be permitted. A summary report of participant evaluations and list of event registrants will be provided by AANN approximately 7 weeks after the meeting.
13. AANN will be the sole continuing education sponsor of this session, and will distribute certificates of credit to attendees.
14. The commercial supporter is responsible for providing handouts to the attendees.

Promotion

1. AANN will provide you with mailing list for announcements for all 5,000 AANN members and the AANN pre-meeting registration list, estimated at approximately 700 two weeks prior to the conference.
2. You may develop a “save-the-date” announcement advertising the symposium, subject to AANN approval. However, since AANN will manage registration for the event, you will not be permitted to develop a separate registration form.
3. AANN must review and approve all promotional materials in conjunction with the symposia prior to publication, including:
 - Announcements
 - Course syllabus
 - Handouts
 - Signs
 - Flyers
 - Web sites
4. Please allow at least 5 business days for AANN to turn around approvals.
5. AANN must be acknowledged as the nursing contact hour sponsor of the symposia, the AANN logo must be used, pending review and approval, on all promotional pieces.
6. The commercial supporter will be acknowledged by AANN in all published conference materials with the following copy:

Supported by an unrestricted educational grant from (company name or company logo).
7. The following accreditation statement must be included on all promotional materials:

The American Association of Neuroscience Nurses (AANN) is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Attendees can earn (no. of nursing contact hours - to be determined by AANN) from AANN by completing and submitting to AANN the evaluation form for this session.
8. The following disclosure statement must also be included on all promotional materials:

AANN requires disclosure from faculty of the existence of any significant financial interest or other relationship a faculty member has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation, or of any significant financial interest or other relationship a faculty member may have with the commercial supporter. AANN also requires disclosure of the intent to discuss unlabeled uses of a commercial product or an investigational use of a product not yet approved for this purpose. The material presented in this activity represents the opinion of the speakers and not necessarily the views of AANN.

Enduring Materials

1. Proposals to produce any spin-off enduring materials based on the content of the symposium must be submitted to AANN for review and approval by the Program Committee.
2. A separate, formal proposal for a spin-off enduring material may be submitted up to 6 weeks before the Annual Meeting; or it may be submitted after the event. If submitted in advance of the meeting, the Program Committee may review and provide approval in concept; however, *AANN will not designate final approval for any spin-off enduring materials until after the event.*
3. The Program Committee will base approval of a proposal for a spin-off enduring material on the relevance of the content to the neuroscience community, need to meet nursing contact hour requirements with best practice methods and objectivity of the presentations, and feedback from participant evaluations at the live symposium.

Educational Grants

1. An educational grant in the amount of \$25,000 must be paid to the American Association of Neuroscience Nurses. **Of this grant, \$5,000 will be designated to cover honoraria and expenses for up to three speakers, based on a \$1,000 honorarium, coach air-fair, one night hotel, \$100 per diem and ground travel per speaker. This grant includes the audio-visual standard set up.** The remaining balance of the grant will be used to offset AANN general conference expenses. All speaker honoraria and expenses will be paid directly to the speaker by AANN. Any additional speaker expenses will be billed to you at the close of the meeting.
2. Food and beverage will be an additional expense, the cost to be determined by your menu selections. Payment is to be made directly with the facility for these expenses.
3. If additional audio-visual requirements are needed, you will be billed for the overages.
4. Grants and accompanying signed letters of agreements must be received by AANN prior to the event.

AANN Contact Information

Submit proposal and direct all inquires related to financial arrangements and logistics to:

Mary Paulson
National Sales Manager
AANN
4700 W. Lake Avenue
Glenview, IL 60025
847/375-4803
mpaulson@Connect2amc.com

Submit drafts of all promotional materials, announcements, and course materials, as well as inquiries regarding speaker correspondence to:

Jackie Van Oort
Education Manager
AANN
4700 W. Lake Avenue
Glenview, IL 60025
480/706-1923
jvanoort@connect2amc.com