

IARS Annual Meeting and International Science Symposium

May 17–20, 2019 • Montreal



Satellite Symposium Agreement

Please note, Satellite Symposium Sessions are non-CME satellite symposia separate from the IARS Annual Meeting CME activity.

The following criteria must be met in order to conduct IARS Satellite Symposium:

1. A fee of \$10,000 will be due to the IARS for the rental of the session function space.
2. The organization proposing a session will be required to submit their full program to IARS for review and approval at least 30 days prior to the session start date. If approved, no changes to content or faculty may be made without additional written approval.
3. The IARS does not provide CME accreditation for sessions held by outside organizations. Any accreditation for approved Satellite Symposia is the sole responsibility of the organization conducting the session. Any reference to the IARS Annual Meeting education program, use of IARS logos or IARS accreditation is not permitted.
4. The session date and time will be assigned by the IARS and agreed upon by both parties.
5. Function space for the session may only be assigned by IARS and assignment will be based on session requirements and availability.
6. Once the function space is assigned by IARS the organization conducting the session will work directly with the hotel and will be solely responsible for all expenses associated with the symposium including but not limited to audio visual, food and beverage, internet, signage, etc.
7. Included advertising:
 - a. Two signs, provided by the sponsor, to be placed in locations approved by the IARS
 - b. One printed flyer insert, provided by the sponsor, included in registration packets
8. Inclusion in one e-blast to IARS attendees sent in early May 2019, or one week out from the meeting date.
9. One-time use of the IARS attendee list for an approved mailer. Mailing addresses only.

Payment is due 60 days prior to the meeting. There is no refund for cancellations made within 60 days of the meeting.

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Satellite Symposium Application

Company Name

Contact Person

Address

City, State, Zip, Country

Phone

Email

Satellite Symposium Times

Saturday, May 18th

Breakfast, 6:45 am – 7:45 am

Lunch, 1:30 pm – 2:30 pm

Sunday, May 19th

Breakfast, 6:00 am – 7:00 am

Lunch, 1:00 pm – 2:00 pm

Overall Total: \$

By signing below, both parties agree to be bound by the terms of this agreement.

Sponsor Authorized Signature

Date

IARS Signature

Date

Payment Method:

Check

Make checks payable to "IARS" and mail to: P.O. Box 7695, San Francisco, CA 94120-7695.

Credit Card

Name on Card

Card # VISA M/C AmEx Discover

Exp. Date

CSV Code

Signature

IARS Federal Tax ID # 34-0750348