



**Non-CE Satellite Symposia
Guidelines**
American Association of Neuroscience Nurses
49th Annual Educational Meeting
March 21-24, 2017
Hynes Convention – Boston, MA

1. The Sponsor will provide the proposed Non-CE Satellite Symposium information to the AANN Executive Office for consideration. This information will include:
 - Title of program
 - Abstract text description of 500 words or less for use in AANN symposium materials**Sponsors 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 meeting and 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. AANN will provide a listing in the program guide and on site meeting signage. AANN will also offer discounts on room drops, program ads, and additional use of registration mailing list.
4. **The Sponsor** will collect presentations from speakers, from which they will print, collate, ship and distribute the symposium handouts (*optional*).
5. **AANN** 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 AANN's AV vendor at the expense of the symposium sponsor.)
6. **AANN** staff will provide a one-time use of the membership mailing list to the sponsor for advertising its satellite symposium.
7. **AANN** will pre-approve all advertising for the symposium and provide such approval in writing to the sponsor.
8. Fee - \$30,000 (nonrefundable fee due with signed LOA)

Advertising Regulations

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