



AANN Virtual Non-CE Symposia Guidelines

1. The **Sponsor** will provide the proposed virtual Non-CE Symposium information to the AANN Executive Office for consideration. This information will include:
 - Title of program
 - Abstract text description of 50 words or less for use in AANN symposium promotion**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 virtual 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. AANN will provide a listing in certain AANN Meeting eblasts and on the AANN website. AANN also offers opportunities to send an eblast at an additional cost.
4. **The Sponsor** will collect presentations from speakers, from which they can post on the AANN website along with the symposium handouts.
5. **AANN** will assign an appropriate time that is unopposed with other sessions for the virtual symposium.
6. The symposia will live on the AANN website for 6 months (optional).
7. **AANN** staff will provide a one-time use of the membership postal mailing list to the Sponsor for advertising its virtual symposium. The list will be sent after review and approval of the promotional piece by AANN.
8. **AANN** must pre-approve all advertising for the symposium and provide such approval in writing to the Sponsor.
9. **Fee** - \$25,000 (nonrefundable fee due at the time of signed Letter of Agreement)

Advertising Regulations

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