



Satellite Symposium Guidelines

The Congress of Neurological Surgeons Annual Meeting brings together thousands of neurosurgeons from across the US and around the globe. An Industry Satellite Symposium offer your company a unique opportunity to bring targeted educational experiences to this elite audience. Companies interested in offering a Satellite Symposium during the CNS Annual Meeting should review the guidelines below and submit an application for consideration. Companies interested in hosting a personnel only business meeting, please complete the online [Function Space Request Form](#).

GUIDELINES:

1. Any educational activity designed by or on behalf of industry for attendance by CNS Annual Meeting attendees is considered a Satellite Symposium, whether or not CME credit is offered. All such activities are bound by these guidelines. For non-educational events, see the Function Space Guidelines are available [here](#).
2. Companies applying to offer Symposia must be confirmed exhibitors of the CNS Annual Meeting. Exhibit space is to be paid in full before any activity is confirmed.
3. Satellite Symposia developed by Industry must be offered during the times allotted by the CNS, per the schedule below. The CNS retains the sole discretion to schedule activities at all meetings.

Days and Timeframes Available for a Satellite Symposium

Saturday, October 8, 2022	4:30 pm - 10:30 pm
Sunday, October 9, 2022	8:30 pm - 10:30 pm
Monday, October 10, 2022	6:30 pm - 10:30 pm
Tuesday, October 11, 2022	6:30 pm - 10:30 pm

4. Space for Satellite Symposia will be provided on a first-come, first-served basis and will only be assigned after the proposal is accepted by the CNS.
5. Satellite Symposia Industry Sponsors may use the full time allotted or a reduced amount of time but may not exceed the scheduled time.
6. All Satellite Symposia offered to the CNS Annual Meeting attendees must be held in hotels in which the CNS has contracted meeting space unless a venue offsite has been approved by the CNS. Sessions must be contained within the room assigned.
7. **Educational sessions require the following statement to be clearly and prominently displayed on the syllabus and on all printed material for Satellite Symposia: "Continuing Medical Education (CME) credit for this event is not offered by the CNS."**
8. All Satellite Symposia must be in compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry.
9. Once the activity has been approved by the CNS, the provider, commercial supporter(s), event title, content, date and time as proposed for the event may not change without the CNS' approval.
10. Food functions must occur within the assigned event schedule.
11. Organizers of Satellite Symposia are solely responsible for making all appropriate financial arrangements for their activity.
12. All arrangements and expenses associated with the event, including room set-up, clean up, food & beverage, audio/visual, electrical, telephone, shipping, etc. are the sole responsibility of the sponsor of the activity.
13. Companies may not state or in any way imply in their promotional materials, handouts, or enduring materials that the activity is planned, sponsored or endorsed by the CNS. All promotional materials for the Satellite Symposia must receive prior approval from the CNS.
14. Representatives from the CNS may attend the Satellite Symposia without cost to audit compliance with this policy.

PROMOTIONAL GUIDELINES:

1. All promotional materials produced in conjunction with the Satellite Symposia (e.g. invitations, announcements, signs, flyers, web site information, etc.) must be submitted to the CNS for review by Friday, September 16, 2021.
2. Companies may not state or in any way imply in their promotional materials, handouts or enduring materials that the activity is planned, sponsored or endorsed by the CNS. Promotional materials for Satellite Symposia must receive prior approval from the CNS.
3. The CNS name, logo and other intellectual property may not be used on any announcement, sign, and publication without the prior written approval of the CNS. To request permission, email corporatedevelopment@cns.org.
4. With approval from the CNS, promotional materials may include the following statement: ***“This activity will be held in conjunction with the CNS Annual Meeting. It is not considered part of the official scientific program of the CNS Annual Meeting.”***
5. At a minimum, all invitations and promotional materials must include the second sentence of the above mentioned statement, to be adapted as follows if the first sentence is not utilized: ***“This activity is not considered part of the official scientific program of the CNS.”***
6. Satellite Symposia are allowed one (1) professionally made promotional sign (produced by the sponsor of the event) in the designated area to advertise the event. This sign must be removed immediately following the scheduled event. In addition, all the day’s Corporate Satellite Symposia will be noted on one sign, provided by the CNS, which will be located in the registration area on the day of the Symposia. Satellite Symposia providers may choose not to have their activity listed on the CNS sign.
7. Exhibit booth representatives may distribute invitations and other promotional material for the event at their booth or on the CNS literature table at registration. Exhibiting companies may not have people distributing any materials in the convention center hallways or meeting rooms.
8. The CNS cannot guarantee nor be responsible for the final onsite attendance at the Satellite Symposium.

TIER PRICING:

Onsite and offsite events are subject to a sponsorship price. The pricing structure for corporate/industry sponsored Satellite Symposia is based off the amount of invited/anticipated physicians at the event, and is as follows:

- * 1-15 invited/anticipated physicians: **\$5,000**
- * 15-29 invited/anticipated physicians: **\$10,000**
- * 30-44 invited/anticipated physicians: **\$15,000**
- * Any amount above 45 invited/anticipated physicians: **\$20,000**

Applicable fee(s) must be submitted along with the completed application(s) form. This payment will not be deposited until after the event is approved. After that time, the relevant cancellation policy applies (see below). The CNS is not responsible for any costs incurred in association with any aspect of the Satellite Symposia

BENEFITS:*

1. An approved Satellite Symposium activity offers a limited opportunity to provide a customized event marketed to neurosurgeons who are attending the CNS Annual Meeting.
2. An approved Satellite Symposium can be listed in the CNS Annual Meeting Mobile App if requested to corporatedevelopment@cns.org.
3. If an approved Satellite Symposium will take place at the CNS Annual Meeting's Headquarter Hotel, then the CNS can create a 22" x 28" sign with the topic and any speakers if requested to corporatedevelopment@cns.org
4. Approved Satellite Symposium providers will receive complimentary attendee registration lists. Any marketing materials that plan to be mailed to invited attendees must sent to corporatedevelopment@cns.org for approval by the CNS.

CANCELLATION POLICY:

1. The CNS must be notified promptly in writing of the cancellation of any scheduled Satellite Symposia.
2. No refunds will be issued for Satellite Symposia events that are cancelled after **Monday, August 8, 2022**.

VIOLATIONS AND SANCTIONS:

At its' sole discretion, the CNS reserves the right to revoke privileges for future programs of any sponsoring organization, supporting organization, or activity organizer involved in planning a satellite activity that does not comply with the rules and requirements set forth in this policy.

APPLICATION PROCESS:

Payment must be submitted with an Application. Any applications received after August 8, 2022 may still be approved if space is available, but the approved Satellite Symposium will not be printed on a 22" x 28" sign if recognition of the event is desired.

If the approved Satellite Symposium will take place at the CNS Annual Meeting's Headquarter Hotel, the details of the activity will be forwarded to the hotel. CNS staff will inform the primary contact noted on the application with the meeting room assignment, hotel contact and audio/visual contact. After notification of meeting room assignment, the sponsor of the satellite activity will work directly with the hotel to manage all meeting needs.

In the event that final approval is not granted, the CNS will not be responsible for cancelling any arrangements that may have been made by the applicant in connection with the proposed event. In addition, the CNS will not be responsible for any costs incurred for the proposed event.

Requests for Satellite Symposia with payment should be submitted to:

Congress of Neurological Surgeons
10 N. Martingale Road, Suite 190
Schaumburg, IL 60173
Fax: (847) 240- 0804
Email: corporatedevelopment@cns.org