

ACNP National Clinical Conference Industry Sponsored Symposium (ISS) Appendix A – Logistical Guidelines

All logistical arrangements for the Industry Sponsored Symposia (ISS) are subject to review by ACNP and must be submitted to the ACNP Meetings Manager at J. Spargo and Associates by **August 18, 2006**

To minimize room setup, change, or “rush reset” charges, a “standard” meeting room will be provided by ACNP at no additional charge. This “standard” setup and equipment may be different for each Industry Symposia depending on the particular meeting room and the setup required by ACNP for that specific meeting space immediately before or after the Industry Symposia.

The assigned meeting room is to be provided to the ISS Sponsor set with the “standard package” two hours prior to the start time of the ISS. The ISS Sponsor must return the room to ACNP in the same condition and set in which they received it no later than 2 hours after the authorized close of the ISS. All arrangements and any costs incurred in order for the ISS Sponsor to return said room for ACNP use in the condition described above are the responsibility of the ISS Sponsor.

ACNP will provide a standard meeting ISS room package, which includes the following:

- Schoolroom-style setup for 225 – 250 attendees.
- Room will be set with a low riser with a head table for 6 persons, 6 chairs, and a standing lectern. Space will be provided either to the left or right of the riser, for placement of a front projection screen by the ISS Sponsor.
- A table (6ft) with 2 chairs will be provided outside the room for the purpose of serving as a “registration” or “greeting” table for ISS attendees.

Promotions

- Advance listing in preliminary conference program (if symposium agreement is finalized by **June 9, 2006**)
- Email promotions to all members and attendees
- Mailing list of ACNP members for Symposium Sponsor to send promotional materials
- A pre-registration list of attendees
- Full page ad in final conference program

Supplemental Charges

Any audiovisual equipment or technicians, electrical service, telephone service, special “decorations” (as approved in advance by ACNP), catering (see Catering), or alterations to room sets (as approved by ACNP in advance) are the sole responsibility of the ISS Sponsor and must be provided by the appropriate ACNP Official Service Contractor(s). All costs of the aforementioned equipment and/or services are the sole responsibility of the ISS Sponsor and will be invoiced by the individual ACNP Official Service Contractor(s) providing said services and/or equipment. Payment is to be made by the ISS Sponsor according to the credit policies of the individual ACNP Official Service Contractor(s).

Catering

All catered beverages must be non-alcoholic, and must be supplied by the Official Caterer within the confines of the ISS meeting room without disruption of the “standard meeting setup” provided by ACNP. Catering can only occur from 30 minutes prior to the start of the ISS through the close of the ISS (2 ½ hours). All catering costs are the responsibility of the ISS Sponsor.

Insurance

ISS Sponsors must maintain proper comprehensive and personal liability insurance coverage within the insurance amounts provided by ACNP. Said insurance coverage will name the American College of Nurse Practitioners, the facility, and J. Spargo and Associates as insured in addition to the ISS Sponsor, with the rights to at least 10 days prior written notice of cancellation. A written certificate of this insurance will be submitted to ACNP NO LATER than **August 18, 2006**.