

2020 SYMPOSIUM AGREEMENT

BOSTON, MA

CMSA'S 30TH ANNUAL CONFERENCE & EXPO



JUNE 28-JULY 2

BOSTON CONVENTION & EXHIBITION CENTER



BOSTON, MA

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Upon selection, sponsor will be required to review and sign this agreement to be included in the CMSA 2020 Annual Conference and Expo schedule. This AGREEMENT is between the **Case Management Society of America (CMSA)**, 6301 Ranch Drive, Little Rock, AR 72223 and **(Company)** _____

The aforementioned sponsor shall provide financial support to CMSA to conduct a symposium. All parties agree that the provider (CMSA) shall have final approval on all educational content. **The sponsor further agrees to assume responsibility for, and adhere to, the items outlined in Section A and Section C.**

Section A — SYMPOSIUM SPONSOR COMPANY COORDINATOR

Initial all blanks to indicate AGREEMENT with terms.

Initial

- _____ **1.0 WEBSITE PROMOTION**
- 1.1 Please submit the requested information below as soon as it becomes available, but not later than **January 31, 2020** for posting on CMSA's website. For recognition, the following **REQUIRED** information must be emailed to Crystal Amos camos@fraserimagineers.com
- 1.1.1 **Symposium Title**
Subsequent alterations to symposium title after posting to CMSA's website, may affect accuracy of symposium attendance numbers. Verify your program title (listed on page 7) is accurate. Titles are limited to 75 characters. Titles longer than 75 characters will be edited.
- 1.1.2 **Sponsor's Company Logo**
High resolution; 100 dpi jpeg at 6" or 7" size. CMSA is not responsible for quality of logo reproduction unless submitted according to specifications.
- 1.1.3 **Symposium Title, Abstract and Objectives Form**
Symposium sponsor will complete the Title, Abstract, and Objectives form and return to CMSA for review and approval prior to promotions and listing on CMSA conference website, upon confirmation of the execution of this agreement.
- 1.1.4 **Symposium Speaker(s)**
Please provide name, credentials, short bio and JPG photo of each speaker
- _____ **2.0 SYMPOSIUM ABSTRACT**
- 2.1 Your symposium abstract should be submitted as soon as it is available, but not later than **January 31, 2020** in order to properly promote your symposium on CMSA's conference website. This visibility allows conference attendees to familiarize themselves with the symposium content as well as link to your own website. Attendees will pre-register for symposiums, based upon the material viewed on the website. The abstracts need to be a minimum of 150 to a maximum of 450 words.
- _____ **3.0 SYMPOSIUM COMPANY MANAGEMENT**
- 3.1 The assigned company sponsor will be responsible to assist CMSA staff in the overall management of the respective meeting.
- 3.1.1 CMSA will only work directly with the assigned sponsor and does not work with or communicate directly with symposium faculty.
- 3.1.2 The assigned sponsor will be responsible to contract and manage their speaker for the symposium.

3.1.3 The sponsor is expected to provide company information and to notify CMSA of changes to contact information should they occur.

4.0 **MEETING LOGISTICS & MANAGEMENT**

- 4.1 Symposium sponsor agrees to work directly with the assigned facility (BCEC) in establishing a Master Account, if there are additional expenses beyond the agreed sponsorship fees, to insure that the symposium expenses are billed directly to the sponsor.
- 4.2 All expenses associated with electrical, audiovisual, etc., are included in the sponsorship fee as described. Symposium sponsor will be responsible for all additional fees for any room changes or additions outside of CMSA's room set (set audiovisual, electrical, etc).
- 4.3 All contact information will be provided in CMSA's **2019 Symposium Checklist**. The checklist will be provided, along with this agreement.
- 4.4 Symposium office space can be purchased if meeting space allows. Please contact Crystal Amos camos@fraserimagineers.com or call 501.673.1126 to coordinate. Additional fees may apply. Symposium sponsor will contract and be responsible for any AV, catering, electrical or room set fees for this additional room.

5.0 **CATERING**

- 5.1 Symposia session will be a catered session.
- 5.2 CMSA will provide the Symposia sponsor with the selected menu that will be provided to the attendees of the session.
- 5.3 Catering will be set for the pre-registered number of attendees for the sponsored session. Attendance is affected by interest level of the attendees and capacity of the room. The sponsorship fee includes catering for up to 200 attendees. Sponsor is responsible for catering costs which exceed 200 attendees and will be billed post conference.

6.0 **AUDIOVISUAL REQUIREMENTS**

- 6.1 CMSA uses a preferred AV provider. If sponsor elects to use a different provider, the symposium sponsor will assume any fees for set-up that are associated with AV changes in addition to fees that returns the room to the required AV room set for other events.
- 6.2 A detailed AV equipment list will be provided to the symposium sponsor coordinator by CMSA's preferred AV provider. If a coordinator chooses to bring in its own provider, the coordinator must advise CMSA. Below is a list of equipment that is provided and paid for by CMSA, any additions to this list will be the coordinator's responsibility.
- | | |
|---------------------------|--------------------------------|
| • 2-screens | • 1-computer audio |
| • 1-wired mic | • 2-safelock projection stands |
| • 1-wireless lavalier mic | • 1-technician |
| • 1-P2DA amplifier | • 1-audio mixer |
| • 2-LCD projectors | • 1-Slide Advancer |

7.0 **ROOM ASSIGNMENT & ROOM SET REQUIREMENTS**

- 7.1 CMSA assigns meeting rooms two months prior to the event, based on the most current pre-registration numbers.
- 7.2 In order to make best use of meeting space, symposium sponsor agrees to CMSA's pre-determined room set. To allow for a better adult learning experience, CMSA recommends that the room be set with two screens and two LCD's.
- 7.2.1 All symposia will be set in *rounds of 10*, unless otherwise indicated. Any other room set requires CMSA's pre-approval. **All fees associated with the room change will be the responsibility of the symposium sponsor (including returning the room to the original set-up).**

8.0 **ENDURING MATERIALS**

- 8.1 CMSA is responsible to ensure that the quality, content, and use of all educational materials, by their content or format be educational in nature. Sponsor is allowed 5 minutes before or after the presentation to discuss company and/or specific products.

- 8.2 The symposium sponsor agrees to submit all speaker presentation, handouts and promotional materials for review and approval by **April 30, 2020. Approval from CMSA must be received before replicating materials for dissemination.**
- 8.3 The symposium sponsor is responsible for creation, printing, and shipping of presentation materials to accommodate the maximum number of registered symposium attendees as warranted by registration numbers. Provider will supply shipping information 45 days in advance, but is not liable for lost or misplaced shipments. The originator must have shipping tracking numbers available when onsite.
- 8.4 The symposium sponsor may submit all presentation materials (i.e. faculty Power Point slides, handouts, etc) for posting to CMSA's website, if submitted according to deadline and approved by symposium sponsor coordinator, speaker and CMSA.
- 8.5 The symposium will be recorded. A copy of the audio and slide recording link will be made available to the sponsor post conference for use at its discretion. If CEs will be offered, sponsor must apply for CEs independently. CEs files by CMSA for conference are not transferrable.

9.0 **SYMPOSIUM EVALUATION**

- 9.1 CMSA reserves the right to conduct the sole course evaluation. CMSA provides attendees the ability to evaluate session content onsite. Faculty evaluations are emailed to the symposium coordinator/medical education company approximately **45 days** post-conference. Any other data-gathering performed at the conference must have CMSA's prior review and approval.
- 9.2 Any other data-gathering performed at the conference must have CMSA's prior review and approval, at least 60 days prior to the event.

10.0 **MARKETING OR COMMERCIALISM**

- 10.1 The symposium sponsor agrees that the program is for scientific and/or educational purposes and not for the purpose of promoting any product. Any discussion of the company's products will be objective, with favorable/unfavorable information and balanced in the discussion of prevailing information on the product(s)/alternative treatments.
- 10.2 Any promotional activities, testimonials, products or product advertisements, must be made available to CMSA for review. CMSA requests that any promotional materials be placed in the immediate pre-function area and available to the attendees.
- 10.3 All materials submitted for symposium will be reviewed by CMSA. CMSA reserves the right to determine if marketing is present in any symposium presentation or materials distributed during a symposium and is appropriate for its attendees.
- 10.4 All promotional materials (e.g., marketing brochures, flyers and websites) are not to market symposia as free provided by the sponsor or coordinator. Registration for a symposium can only occur on CMSA's website. Any group who offers additional registration will forfeit the fees paid for the session and the session space in the program.
- 10.5 All support associated with the symposia activity (e.g., marketing brochures, flyers) must be conducted with CMSA's full knowledge and prior approval.
- 10.6 Any usage of the CMSA logo requires written permission from CMSA.
- 10.7 To market products or services to attendees, contact Crystal Amos camos@fraserimagineers.com with CMSA's Events Team (M-F, 8:30a-5:00p CST) or call 501-673-1126.

Section B — CMSA RESPONSIBILITIES

The symposium fee is used to underwrite the expenses of the conference and the symposium and includes CMSA's provision for the following:

- B.1 **Pre-Conference Attendee Listing**
One time use of electronically transmitted pre-conference attendee list (excluding email addresses) in **Excel format provided approximately 3-4 weeks prior to the start date of the conference.**
- B.2 **Conference Registration Fee**

CMSA provides complimentary registration for up to 2 coordinators and/or speakers. Symposium sponsor must provide CMSA contact with the names of those to receive (via email; camos@fraserimagineers.com) the complimentary registrations.

B.3 Symposium Session Materials

Materials electronically submitted by the deadline will be posted to CMSA's website for attendees to download.

B.4 Meeting Space

Symposium meeting space will be assigned two to three months prior to the event. All expenses associated with room set-up, audiovisual standard set, will be managed by CMSA. Coordinator will incur additional fees for all room changes or additions to standard set and notify CMSA of the additional equipment ordered.

Symposium and all food & beverage must be contained within the designated location for catering and cannot be altered by Symposium sponsor. CMSA is responsible for monitoring additional food placed outside rooms. Symposium sponsor cannot increase or decrease food orders pre-event or on-site during the event.

B.5 Promotion

Inclusion on CMSA's website www.cmsa.org/conference, and listing in the CMSA's onsite publication, if required information is submitted in a timely manner.

B.6 Recording

CMSA records sessions for archive purposes only and to allow for posting to its e-Library. Taped recordings are not available for sale. CMSA will provide a copy of the audio and slide recording to the sponsor.

B.7 Registration

CMSA will manage all symposia registration activity and will advise the symposium sponsor coordinator of pre-registration numbers on a weekly basis starting approximately 60 days prior to the start of the meeting.

B.8 Signage

B.11.1 CMSA will provide one sign listing the day's events in the room.

B.11.2 Other signage (up to 2) is allowed with CMSA's review and approval. Placement of additional signs will be determined by CMSA and availability of easels. Sponsor is to remove signs once the symposium has expired. Sponsor is also to assume all costs associated with additional signage production and placement.

B.9 Symposium Attendance List

Post-conference symposium attendee mailing list will be emailed in Excel format to symposium sponsor, based on those who evaluate the session in the CE Manager. Sponsor is welcome to perform its own tracking method at the door, whereby an email address can be requested.

SECTION C — PAYMENT POLICIES

C.1 A signed and initialed Symposium Agreement and payment in full confirms your space in CMSA's 2020 Symposium Program.

C.2 Payment by check is preferred. Valid credit card information will secure the symposium until full payment has been received. Credit card is not processed unless there is a default on the check payment.

C.3 Payment in full is requested upon signing. At minimum, 50% of payment is due upon signing of the contract. The remainder is due 60 days later.

C.4 Cancellation Policy:

-By December 13, 2019: Full refund of fees

-By February 3, 2020: 50% refund of fees

-No refunds after February 3, 2020. No exceptions.



2020 SYMPOSIUM AGREEMENT

Company: _____
 CMSA's 29th annual Conference & Expo ♦ June 10-14, 2019
 The Mirage, Las Vegas, NV

Complete this form only if symposium has been officially CONFIRMED by CMSA.

SECTION D: 2020 SYMPOSIUM AGREEMENT

SPONSOR		DATE	/ /
SYMPOSIUM DAY/DATE/TIME			
SYMPOSIUM TITLE <small>FOR LISTING ON WEBSITE AND OFFICIAL CONFERENCE DOCUMENTS – DIGITAL AND PRINT)</small>		TITLE APPROVED <small>Please check if title is approved for promotion purposes</small>	
SYMPOSIUM COORDINATOR			
EMAIL		CELL PHONE	

I have carefully **read, initialed, and agree** to the requirements and specifications as outlined in **Section A: Symposium Sponsor responsibilities** and **Section C: Payment Policies**. As Symposium sponsor (or an authorized representative of the Symposium sponsor), I understand that I am responsible for all symposium-related expenses as noted in Section A.

I agree to provide a symposium fee to CMSA in the amount of \$30,000.00. (This includes catering for up to 200 attendees. Sponsor is responsible for catering costs which exceed 200 attendees and will be billed post conference. Attendance is affected by interest level of the attendees and capacity of the room.) I understand that the symposium fee is used to underwrite the expenses of the conference and the symposium as outlined in **Section B: CMSA Responsibilities**.

COORDINATOR SIGNATURE: _____ **Date:** _____

CMSA APPROVAL SIGNATURE: _____ **Date:** _____

SECTION E: METHOD OF PAYMENT
(Payment by check preferred)

1	OR	2
<input type="checkbox"/> CHECK (Made payable to CMSA) CMSA Tax ID: 52-1695372 <input type="checkbox"/> PAYMENT IN FULL or <input type="checkbox"/> 50% INITIAL DEPOSIT (remainder due within 60 days)		<input type="checkbox"/> CREDIT CARD — <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx <input type="checkbox"/> For HOLD purposes only. Check in process.
AMOUNT PAID		CREDIT CARD #
<input checked="" type="checkbox"/> AUTHORIZED SIGNATURE		EXP DATE