



American Headache Society®
Scottsdale Headache Symposium®
November 18-21, 2021
JW Marriott Camelback Inn
Scottsdale, AZ

INDUSTRY SUPPORTED EVENT (SYMPOSIUM) REQUEST FORM
APPLICATIONS DUE OCTOBER 1, 2021

The American Headache Society® (AHS) is excited to welcome you all to the 2021 Scottsdale Headache Symposium®. We are looking forward to seeing you all in person again! We have an exciting agenda and numerous opportunities for meeting attendees to engage and experience the latest in headache medicine.

As a part of this excellent meeting experience, we would like to have our industry partners share their research and product news. Therefore, please complete the form for your organization to conduct a satellite symposium. There are several dates/times set aside on the agenda for these symposia (see below). Please choose the one that best fits your needs.

To maximize attendance, presentation times do not conflict other CME events. Your event will be advertised by the AHS in the Final Program.

Because we will also have a virtual audience this year, we ask you to consider either live-streaming the session (via our platform) or recording it and allowing our attendees to access it on-demand. All on-demand material will be available until October 2022.

CME Eligible Presentations: You will be responsible for securing your own CME provider and by completing this application, attest that they have independently verified that the presentation material complies with AACME guidelines. Additionally, you or your provider will be responsible for supplying certificates/credit to those in attendance.

Non-CME Eligible Presentations: These presentations allow you to showcase your product or service. However, they must remain within FDA guidelines. The event presentations are held in a designated room outside of the Exhibit Hall. **The events are available to companies with an FDA-approved product/service.**

Available Dates/Times

Day	Date	Time
Thursday	November 18, 2021	6:00 pm – 7:30 pm
Friday	November 19, 2021	1:00 pm – 2:00 pm
Friday	November 19, 2021	7:15 pm – 8:30pm
Saturday	November 20, 2021	1:15 pm – 2:15 pm
Saturday	November 20, 2021	6:30 pm – 7:30 pm

Please complete all sections. If your request is for multiple events, **please submit a form for each event.** All requests must be submitted by **Friday, October 1, 2021.** **All submissions will be given a final decision by Monday, October 11, 2021.** Upon approval, you will be provided with a contact name at the venue to assist in setting up your event.



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GUIDELINES

The event support package includes:

- Room set in rounds or classroom style. Room set is dictated by AHS due to multiple room use. Any changes to the room set may result in set-up fees and are the responsibility of the event sponsor company.
- Pre-show promotion support includes pre-registrant mailing list (one-time use), attendee bag insert, hotel room drop (arrangements and any hotel fees associated with room drop are the responsibility of the sponsoring company). AHS must approve all materials before finalization.

Each event sponsor is responsible for the following:

- Providing presentation title, content information, presenter(s) name(s) and a summary of the event for inclusion in the Final Program. Information must be received no later than **October 1, 2021** for inclusion in the Final Program.
- Food service, if offered, will be arranged with the JW Marriott Camelback Inn and will be at the expense of the sponsoring company.
- Basic A/V Equipment will be provided by GRUV Audio Visual as part of the room. This includes screens and projectors, a computer to power the presentation, microphones, speakers, and a presentation advancer. Any additional AV equipment, if needed, will be arranged by sponsoring company. All other Audio Visual will need to be contracted directly with Encore A/V (in-house provider). Please notify AHS of any additional A/V materials/labor contracted. Any additional costs for A/V (above the basic package listed here) will be the responsibility of the event sponsor.

Ownership

Copyright of the content presented at the event is owned by the event sponsor with all rights intact. The event sponsor is responsible for obtaining copyright permissions for previously copyrighted materials that will be part of the presentation.



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REGULATIONS, TERMS AND CONDITIONS

For the purposes of this agreement, “Exhibitor” is defined as the exhibiting company hosting an event presentation.

1. Only current AHS meeting exhibitors and sponsors are eligible to apply for consideration.
2. Exhibitors must provide AHS with a copy of the program outline/summary, session title and presenter names and credentials along with the completed application by **October 1, 2021**. Applications received after the deadline will not be considered. Hands-on courses will not be permitted.
3. These events are not a part of the Scientific Program of the AHS Meeting and cannot be represented as such in Exhibitor promotional materials.
4. The Scientific Program Planning Committee will review submitted program outlines and participating exhibitors will be notified of their acceptance to host events.
5. An invoice will be sent upon acceptance of an event. Full payment is due upon receipt of the invoice. Please make checks payable to AHS (American Headache Society). ***No refunds will be given after notification of acceptance by AHS.***
6. Exhibitors are responsible for the promotion of their presentations. Copies of these materials must be submitted to the Meeting Manager for review and approval. All approved promotional, and marketing material for the event must contain the following statement: “The Event’s content and the views expressed are those of the presenting corporate entity and not of AHS. The content is not part of the AHS Meeting.”
7. Upon request and approval of promotion material, AHS will email each hosting company the meeting attendee list to assist companies with their promotional efforts. This list will be available approximately 4-6 weeks prior to the meeting. Companies are prohibited from using the AHS logo in their promotional materials.
8. Exhibiting company representatives of the session planning entity may not be present in public spaces prior to the session start time.
9. Event hosts are responsible for any expenses related to food and beverage and audiovisual charges incurred (except as indicated above).
10. AHS is not responsible for and does not guarantee attendance at the event. The host company is responsible for promotion.



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11. According to the Food and Drug Administration (FDA), any mention of pharmaceutical product names that are accompanied by information on use and indications will be viewed as a product advertisement and must comply with the full disclosure requirements. AHS is not responsible in any way for scientific or promotional content. It is recommended that all sponsoring exhibiting firms familiarize themselves with the FDA requirements to avoid being penalized by the FDA.
12. Session Final Program content is subject to editing for clarity.
13. All matters not specifically covered in the preceding regulations shall be subject solely to the decision of AHS. Unethical conduct or infraction of these rules by the sponsoring company or its contracted representatives will, without limitation of other sanctions, be subject to dismissal from the event area. If such happens, no refund will be made, and the sponsoring company and/ or its representatives will make no demands for redress. It is the responsibility of the sponsoring company representative contracting for this event to notify all on-site firm personnel of these regulations and ensure compliance herewith.
14. The sponsor assumes full responsibility for its equipment, merchandise, displays during set-up, maintenance, occupancy and removal thereof. In addition, the sponsor shall be responsible for its own acts, errors and omissions, as well as any representations, warranties and agreements, made in conducting the event and the performance of this contract. Sponsor's responsibility shall include, but shall not be limited to, any injury or damage caused by or arising out of any work performed by the sponsor or its employees or any person hired by the sponsor or the failure of sponsor's equipment, defects in the premises caused by the sponsor or its employees or any person hired by the sponsor, or any sale or service of food and beverages by the sponsor.
15. The sponsor shall indemnify, hold harmless and defend the AHS, any employed security service, JW Marriott Camelback Inn, GRUV Audio Visual Services, and their respective trustees, directors, officers, employees and agents, and each of them (collectively referred to as "Indemnities"), from and against any and all demands, claims, causes of action, injury to persons or damage to property, liabilities, fines, penalties, costs and expenses, including reasonable attorney fees and litigation costs up through and including any appeal, arising solely out of or caused by the sponsor's negligent or willful acts, errors or omissions or failure of performance in connection with the event as contemplated by these regulations, terms and conditions. The terms of this indemnification shall survive the termination or expiration of the event contract.
16. The sponsor, at its own expense, shall carry adequate liability and other insurance protecting itself against any claims arising from any activities it conducts during or related to the Event. All such insurance shall be with a carrier or carriers authorized to do business in the State of Arizona who has a Best's Rating of A-VII or better.



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The fact that the sponsor obtains such insurance shall not relieve or release the sponsor from or limit the sponsor's obligations to protect, indemnify, hold harmless and defend the Indemnities as required by these regulations. Proof of this insurance will be made available to AHS upon request.



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Please complete all sections. Incomplete forms will NOT be processed.

Event Type: CME Session Non-CME Event

Pricing:
\$25,000.00

Please note that the contact person on the request form will be the only individual AHS staff and hotel staff will communicate with during the pre-planning process as well as on-site for your event/meeting. Please be sure to keep this in mind when completing the form.

Please print legibly

One (1) person must be appointed as liaison to the American Headache Society®. We are unable to accept instruction, direction, inquiries or likewise from any person(s), company(ies), or agent(s) other than the person named below.

Contact Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone/Email: _____

Signature of Liaison _____ **Date** _____

Title/Position _____



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If CME is being offered, please provide the following information:

CME PROVIDER INFORMATION (to be submitted by CME Accreditor)

Title of Function: _____

CME Provider: _____

Contact: _____

Address: _____

City, State, Zip: _____

Telephone/Email: _____

Signature of CME Provider Contact _____ Date _____

Title/Position _____

SOURCE FOR INDUSTRY-SUPPORTED FUNDING FOR THIS PROGRAM

Industry: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone/Email: _____

Session Title: _____



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Session Description (75 words or less):

Please Provide Session Chair(s) below:

Proposed teaching methods (check all that apply):

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> lecture | <input type="checkbox"/> interactive | <input type="checkbox"/> case studies |
| <input type="checkbox"/> debate | <input type="checkbox"/> hands-on workshop | <input type="checkbox"/> other (please explain) |
| <input type="checkbox"/> slides | <input type="checkbox"/> panel discussion | |

1st Choice date: _____

Time:

2nd Choice date: _____

Time:

3rd Choice date: _____

Time:

Please provide Program Agenda and presenter/speaker information in a separate document.

NOTIFICATIONS WILL BE SENT TO ALL APPLICANTS BY OCTOBER 11, 2021

Please return the completed form:

American Headache Society®

ATTN: Darryl Diamond, CMP | AHS Sr. Meeting Manager

Telephone: 856-423-7222 x357 / Email: ddiamond@talley.com