



CORPORATE SYMPOSIUM RULES AND REGULATIONS

A corporate symposium is a gathering where SIR professional registrants are invited to attend educational or social events that take place during the official times as outlined in the SIR guidelines. Any company applying for a corporate symposium **must** be an exhibitor at SIR 2019.

The deadline for submitting applications is **Monday, January 21, 2019**. This deadline ensures your symposium inclusion in SIR marketing materials (mobile app, www.SIRmeeting.org and onsite signage).

Scheduling approval of your morning or evening corporate symposium will be based on a **per-day limit**. A maximum of three symposia will be scheduled per morning and evening time slots from **Saturday, March 23** through **Wednesday, March 27, 2019**.

Morning or evening symposia may take place at the SIR Headquarters Hotels; JW Marriot Austin, the Hilton Austin or an off-site venue.

Lunch symposia are available in three different room sizes are only available at the Austin Convention Center.

SYMPOSLIA COST SCHEDULE:

SIR has set the following cost schedule for approved corporate symposium held during the SIR 2019 Annual Scientific Meeting:

Morning and Evening Symposia Fees

Number of Expected Attendees	SIR Fee
6–15	\$3,500
16–50	\$7,500
More than 50	\$10,000

Lunch Symposia Fees

Day	Max Attendance	Number Available	SIR Fee
Sunday Small	100	1	\$25,000
Sunday Medium	150	1	\$30,000
Sunday Large	200	1	\$35,000
Monday Small	100	1	\$30,000
Monday Medium	150	1	\$35,000
Monday Large	200	1	\$40,000

Tuesday Small	100	1	\$30,000
Tuesday Medium	150	1	\$35,000
Tuesday Large	200	1	\$40,000
Wednesday Small	100	1	\$15,000
Wednesday Medium	150	1	\$20,000
Wednesday Large	200	1	\$25,000

RULES AND REGULATIONS

- 1. Marketing your symposium:** SIR must approve all marketing materials, invitations and/or solicitations prior to printing and distributing any mailers pertaining to a corporate symposium. Email a copy of the materials with a letter outlining the proposed to sevenden@sirweb.org or mail directly to SIR.
- 2. Mailing lists:** All attendee mailing lists must be requested through SIR. The mailing list is complimentary when your company schedules a corporate symposium at SIR 2019.
- 3. SIR marketing materials:** In order for your symposium to be included in the SIR marketing materials (mobile app, www.SIRmeeting.org and onsite signage, you must notify SIR by email at sevends@sirweb.org. The deadline is **Monday, January 21, 2019**. Included will be your company name, symposium topic, date, time, and location.
- 4. Changes:** All changes must be requested in writing. Failure to submit changes may result in a monetary penalty, loss of exhibitor priority points and/or approval to hold future symposia.
- 5. Exhibitor participation:** Any company applying for a corporate symposium must be an exhibitor at the SIR 2019 Annual Scientific Meeting.
- 6. Adherence to rules and regulations:** All exhibitors are responsible for ensuring that their company representatives or agents adhere to the rules and regulations. Any discrepancies as to what is considered a symposium are subject to the final judgment of the Annual Scientific Meeting Committee. Additionally, symposia are not planned or endorsed by SIR and are not considered an official part of SIR 2019. They include, but are not limited to:
 - **Symposium:** Any symposium (reception, dinner or meeting) where educational programming is presented; the use of other CME providers is necessary at these activities, should the sponsors wish to provide CME.
 - **Focus groups:** Meetings that target a specific group of attendees to obtain specific data; these are to be limited to 15 people per session.

The designated symposium organizer is responsible for assuring that their company representatives and/or agents adhere to the rules and regulations outlined herein.

- 7. AMA compliance:** All corporate symposium must be held in compliance with the American Medical Association's ethical opinion on gifts to physicians from industry. Approval will be based on these rules and regulations.
- 8. Distribution of materials:** No signage will be permitted in any public area. Sponsoring companies may advertise and distribute brochures and materials in their exhibit booths. Signage in host hotels is subject to the rules of each individual hotel property and is the responsibility of the company hosting the symposium. Advertising is also available through other official SIR avenues and is the responsibility of each individual company.
- 9. Symposia in official conference venues:** SIR will provide staff to direct attendees to symposia held in official conference venues. Sponsoring company staff or employees of the program planning entity may not be present in public spaces prior to the symposium starting time.

Any violation(s) of the SIR rules and regulations may result in a monetary penalty for the exhibitor and may also jeopardize future exhibiting status. (See exhibitor rules and regulations). If a corporate symposium is

found to have violated these rules and regulations, the sponsoring organization and the symposium organizer will be required by SIR to cancel the symposium. The violation may also result in the loss of exhibitor priority points and prohibited scheduling of corporate symposium at future SIR Annual Scientific Meetings.

All promotional and enduring materials for a corporate symposium must include the following statement:

“This event is not considered part of the SIR 2019 Annual Scientific Meeting as planned by the SIR Annual Scientific Meeting Committee.”

There can be no implication on any materials or products that SIR endorses the symposium. The Society name, its logo or SIR 2019 Annual Scientific Meeting logo may not be used in any way.

SIR will provide:

- A one-time use of the SIR pre-registrant mailing list rental. Please contact Susie Evenden at 703-4605586 or sevenden@sirweb.org.
- Appropriate function space for the symposium, if requested. Direct billing, food and beverage charges, set-up fees and audio-visual expenses will be the sole responsibility of the company hosting the symposium. SIR will provide a confirmation containing the appropriate contact information for the venue to the company after receiving full payment and assignment of your symposium space.
- Listing of specified symposium in the SIR 2019 mobile app, www.sirmeeting.org and onsite signage.

APPLICATION PROCESS:

Exhibitors desiring to hold a corporate symposium at SIR 2019 must complete an application for each symposium and comply with all rules and regulations as outlined. Noncompliance with this official process will result in the sponsoring organization, supporting organization and organizer of symposium being prevented from holding a corporate symposium the following year, a monetary penalty, loss of exhibitor priority points and/or cancellation of the symposium. All penalties will be determined at the discretion of the SIR Annual Scientific Meeting Committee, whose decision(s) in these matters will be final.

You must complete a separate application for each symposium. Applications may be emailed, faxed or mailed. Please see the application insert located in this brochure.

Fax: (703) 691-1855, Attn: Sr.Exhibits Manager. For credit card payments, please call Susie Evenden at (703) 460-5586.

Mail:

Society of Interventional Radiology
Attn: Sr. Exhibits Manager
Suite 400 North
3975 Fair Ridge Drive
Fairfax, VA 22033

Checks or money orders must be in U.S. funds drawn on a U.S. bank. ALL FEES ARE NONREFUNDABLE once the application has been approved. Payments may be faxed or mailed.

SIR will review the application and a response will be emailed from the exhibits manager to the organizer of the symposium. Please allow five business days for a response. Once the application has been approved, SIR will designate the required function space as specified. The symposium organizer is responsible for

contacting the assigned hotel or convention service personnel to assist with the final organization of the symposium.

MORNING OR EVENING CORPORATE SYMPOSIA APPROVED SCHEDULE

DATES	*APPROVED CORPORATE SYMPOSIA TIMES	*NUMBER AVAILABLE
Saturday, March 23	6:00 a.m. – 7:45 a.m. 7:00 p.m. - Midnight	3 Morning 3 Evening
Sunday, March 24	6:00 a.m. – 7:45 a.m. 6:30 p.m. - Midnight	3 Morning 3 Evening
Monday, March 25	6:00 a.m. – 7:45 a.m. 6:30 p.m. - Midnight	3 Morning 3 Evening
Tuesday, March 26	6:00 a.m. – 7:45 a.m. 6:30 p.m. – Midnight	3 Morning 3 Evening
Wednesday, March 27	6:00 a.m. – 7:45 a.m. 6:30 p.m. - Midnight	3 Morning 3 Evening
Thursday, March 28	6:00 a.m.-7:45 a.m. 6:30 p.m. – Midnight	Unlimited Unlimited

*The SIR Annual Scientific Meeting Committee has established this schedule to avoid conflicts with the official program and other related symposia. Times are subject to change. SIR will alert all companies with approved applications of any time changes.

Transportation and registration for corporate symposium held in the evenings on Saturday through Thursday may not begin prior to the official start times listed on each day (e.g. busing on Saturday, March 23, 2019 may not begin until 7:00 p.m.).

For any questions, contact Susie Evenden, Sr. Manager, Corporate Relations and Commercial Support at (703) 460-5586 or sevenden@sirweb.org.