



## Non-CE Symposium Guidelines

ASPMN 29<sup>th</sup> National Conference – September 18-21, 2019 – Portland, Oregon

The American Society for Pain Management Nursing's mission is to advance and promote optimal nursing care for people affected by pain by promoting best nursing practice. This is accomplished through education, standards, advocacy and research.

ASPMN's goals include the following:

- *Access to quality care:* All people will have access to health care services that provide quality pain management care as defined in core values.
- *Public Awareness:* The public will demonstrate self-advocacy skills essential to their pain care needs.
- *Professional Resources:* Members will have instant, easy and affordable access to current, best practices and evidence-based resources.
- *Education:* All health care professionals and their patients will benefit from pain management education.
- *Professional Recognition:* Nurses in pain management will be respected, valued and compensated for their expertise as an integrated and indispensable member of the health care team.

**Please review the Frequently Asked Questions document for more details.**

**ASPMN uses the following process for non-CE satellite symposia:**

1. The Sponsor will provide the proposed satellite symposia information to the ASPMN Executive Office no later than **July 3, 2019** for consideration.
  - a. Brief session description
  - b. Tentative presenters for the symposium
  - c. Objectives of the symposium
  - d. Confirmation of funding
2. The ASPMN Conference Planning Committee will review and approve the program.
3. The Sponsor is responsible for payment of honoraria and travel expenses directly to the speakers.
4. **The Sponsor is responsible for all marketing costs and stand-alone brochures advertising the symposium.**
5. ASPMN will advertise the symposium on the association's website, and in the conference "app".
6. The Sponsor will collect, collate and print the symposium handouts.
7. The ASPMN Executive Office will designate space for the symposium.
8. An ASPMN Executive Office staff person will be responsible for all aspects of the event and will coordinate all activities, including food and beverage needs and audio visual equipment.

ASPMN Contact Person:

Christie Ross

Education Program Coordinator

(913) 222-8626

[christie@aspmn.org](mailto:christie@aspmn.org)

9. ASPMN will handle all registrations for the symposium and provide a complete list of participants to the Sponsor after the event. Please note that all conference attendees are eligible to attend this event, and they register for it on the ASPMN National Conference registration form.
10. ASPMN staff will provide a one-time use attendee list to the Sponsor for advertising its satellite symposium. This list will be provided four weeks prior to the conference (this list will most likely only include approximately 75% of the total attendance as meeting registration will still be in progress).  
**Please note, this list only includes mailing addresses. No email addresses will be provided.**
11. All advertising for the symposium must be pre-approved in writing by the ASPMN Executive Office prior to printing. Please allow five business days for approval.
12. Sponsor is responsible for its own participant evaluations for the symposium. ASPMN Executive Office will provide a full pre-registration and post-attendee registration list four weeks prior to and six weeks after the event respectively.
13. An administrative fee will be assessed for the symposium. Each fee is inclusive of a meal, which the ASPMN Executive Office staff will coordinate, and standard A/V equipment. The breakdown is as follows:

Breakfast -- \$35,000

Lunch -- \$45,000

Dinner -- \$65,000

14. Standard A/V includes:

- Screen (2)
- LCD projector (2)
- Multimedia Switcher (1)
- Laptop (1)
- Wireless cue system (1)
- Pipe & drape backdrop
- Speaker confidence monitor (1)
- Standard speaker set
- Computer audio (1)
- Floor microphone (1)
- Podium microphone
- Wireless lavalier microphone (1)

ANY additional A/V requirements will be provided by ASPMN's A/V representative at the cost of the Symposium Sponsor. Please contact Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org) if you need additional A/V equipment.

**Information to be included in the proposal:**

1. Proposed speaker list, including contact information
2. A brief description (approximately 250 words) of the session that, when approved, can be used in the conference brochure
3. Name and contact information of the communications company handling the symposium and contact information of the supporter
4. Additional needs – additional A/V equipment, separate room for slide review, etc. (you must indicate when you submit the application if you need a room for slide review)

**Advertising Regulations**

1. All advertising for the symposium is the responsibility of the sponsor and must be approved by the ASPMN Executive Office prior to printing. Please allow five business days for approval.
2. ASPMN does not endorse satellite symposia and should not be indicated as endorsing the symposium in the advertising.
3. ASPMN does not allow “door drops” at its conferences, but will allow one marketing piece for each symposium in the conference tote bag, which is given to each attendee. These must be received at the ASPMN Executive Office no later than **September 6, 2019**. Please send 400 copies of the marketing piece to ASPMN, 4400 College Boulevard, Suite 220, Overland Park, KS 66211, and email the tracking number, number of boxes and shipping method (FedEx, UPS, etc.) to Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org).

**Cancellation Policy**

Should the symposium provider be unable to provide the symposium as indicated on the provider agreement, the representative shall promptly notify ASPMN. All sums paid by the symposium provider, less a service charge of 50 percent, will be refunded after the conference. No refund or cancellation will be accepted on or after July 3, 2019.

**Product Theaters**

In addition to non-CE Symposia, product theaters are also available. These are 20-minute product demonstrations on the exhibit hall floor (or near the hall if space is not available in the hall). These are scheduled during refreshment breaks and are available for \$5,000. If you are interested in providing a product theater, contact ASPMN at [aspmn@kellencompany.com](mailto:aspmn@kellencompany.com).





## ASPMN® Symposia Frequently Asked Questions

### **Q. How does registration for our symposium work?**

A. Attendees do not register for the symposia in the typical manner that you may be accustomed to, so please note our process. ASPMN® takes conference registrations for our attendees. While registering for the ASPMN® conference, attendees specify which events they plan to attend. The ASPMN® staff keeps track of the registrations for each event and tallies the numbers every Friday. We also will take registrations on-site for our conference, and subsequently, more attendees may attend the symposia. It is not necessary for you to take registrations at the door as anyone who has registered for our conference (and therefore has a badge) will be allowed to attend. We expect approximately 350 conference attendees overall for 2019. You may ask Christie Ross for a count of people who have RSVP'd for your event at any time, and we will provide you a list of conference attendees, 90% of whom register to attend the symposia, four weeks prior to the conference.

*If there are federal regulations governing conduct related to your event (you MUST have everyone sign in, etc.), please contact Christie Ross prior to confirming your funding of the event, and we will work with you to ensure that the information you need is collected ahead of time, if at all possible.*

### **Q. How does the evaluation work?**

A. ASPMN® conducts an electronic evaluation of each of our events, including the symposia. Our evaluation is posted on our website for attendees to complete. Attendees must complete the evaluation in order to receive continuing education credits for the entire conference. A separate certificate for each symposia attended is not given, and only the objectives and speakers are evaluated on ASPMN®'s evaluation. If you wish to gain feedback on other aspects of the event, please feel free to provide your own feedback form to attendees.

Supporters that are interested in collecting a one-page evaluation from attendees on-site after their program may do so. It is the supporter's responsibility to provide the materials and the opportunity for attendees to complete their symposium evaluation. Supporters that choose to do this should be mindful that time to complete the evaluation should be allocated within the time block given for their presentations as there is minimal time after the activity ends until the next activity begins. ASPMN® will also share its evaluation responses pertaining to your symposium within six weeks following the conference.

### **Q. Can we bring posters and signage to advertise our event?**

A. Yes. Please keep in mind that we may have more than one symposia being conducted at our conference. We may have three breakfast and three lunch presentations being offered, and they are all being held in the same room throughout the conference. If your supporter has a booth at our conference, the best place to put signage is in your booth prior to the event. On the day of the event (or the evening prior, if the event is a breakfast), we will allow posters and signage to be set up. These must be free standing or on easels and cannot be hung on walls, pillars or from the ceiling. If you have a lunch symposium, you may not put up your posters/signage until after the breakfast symposium has ended.

### **Q. Will ASPMN® do a "Door Drop" for us?**

A. No...and yes... ASPMN® and the hotel do not allow typical door drops (items to be placed under hotel doors for the next day). However, we will be happy to put a "stuffer" into our tote bag which highlights your event. Most supporters provide postcards or flyers and have our staff stuff these items into our tote bags. There is no extra charge for this service. However, there are some stipulations:

- 1) Please print 400 of the items for distribution.

2) The information must be shipped to arrive **no later than September 6, 2019** at the following location and address:

**ASPMN®**  
**Attn: Christie Ross**  
**4400 College Blvd., Ste. 220**  
**Overland Park, KS 66211**  
**(913) 222-8626**

Please email Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org) to let her know your materials have been shipped. Please include your tracking number(s), number of boxes and the method of shipment (Fed Ex, UPS, etc.).

It is important to label your box(es) with the following: "Symposia/Scheduled Date/Scheduled Time" for example: **Symposia/September 19, 2019/Lunch**. Please note that it will be extremely helpful if you send the shipment tracking number of your box(es) of materials that we will be stuffing for you into the tote bags (via email) to Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org). We will begin stuffing tote bags on Monday, September 16. If we do not have your insert by this date, it will not be stuffed into the tote bags. As also specified within the Symposium Guidelines, please remember we must approve all information to be provided to the attendees.

**Q. Can we mail a promo piece to the attendees?**

A. Yes! However, in order to be sure you capture our most complete listing of attendees, please keep in mind that we accept registrations through early September, and the longer you can hold out in getting this list, the more attendees you will have on the roster. We will send you an Excel spreadsheet of our registered attendees' mailing addresses approximately four weeks prior to the conference. Email addresses will not be provided.

With regard to the promo pieces, for the most part, ALL of our attendees will be attending your symposium. The way we have outlined our education program, and the fact that we serve food, gives great attendance at ASPMN®'s offered symposia. Therefore, if you are not sending a promo piece prior to the conference, don't worry...you have provided the opportunity...and attendees will come. WE PROMISE!

**Q. Can you give us some information about the distribution of handouts?**

A. If you are providing hard-copy handouts, we assume that you will handle the printing and shipping. We also assume that you have staff who will be helping with the distribution of the handouts. It works best if the handouts can be placed on the chairs at each place setting since the hotel may pre-set some of the food. In addition to these hard copy handouts, you are welcome to have your handouts posted to our website handout page. ASPMN® does not print handouts for the remainder of the conference sessions and posts presentations in handout view for attendees to conveniently download and print prior to the sessions if they wish. Symposia handouts will be posted with your permission when you send your final presentations to be approved by our office.

**Q. We are having a meal event. When should we begin to order the food from the hotel?**

A. ALL of our symposia are meal events. In order to meet our contractual obligations with the hotel, and to ensure we don't repeat the same meal for different events, our meeting manager, Debbie Jennings, is in charge of all of the menus for the conference. Debbie will order different meals for the attendees each day and will plan a great meal for your attendees.

**Q. We are planning on video/audio taping our symposium. When can we get in the room to set this up?**

A. Keep in mind that since all of our symposia presentations are in the same room, we must be courteous to one another as each day we may have as many as three events. Immediately after each event, that event will be broken down, and the next presentation will be set up. Breakfast symposia have the option of setting up the night before if they wish. In some instances, this means that breakdown and set-up must occur within a three-hour time span so please be sure your crews are aware of this time crunch. If you have extensive sets and A/V needs please contact Christie Ross at [christie@aspmn.org](mailto:christie@aspmn.org), and she can put you in touch with our A/V contact.