Non-RSNA Satellite Symposium Guidelines

Deadline: November 15, 2013

A non-RSNA satellite symposium offers an exhibiting company the opportunity to conduct an educational program for professional attendees of the RSNA annual meeting. Exhibitors can offer CME credit for an additional fee.

It is the exhibiting company's responsibility to distribute copies of this information to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The exhibiting companies requesting space are responsible for the actions of their employees and/or agents, and they will be expected to follow all rules and guidelines outlined below.

Exhibitor-sponsored meetings may be conducted in conjunction with the RSNA annual meeting under the following guidelines and with the approval of RSNA.

1. A non-RSNA satellite symposium is strictly an educational function that includes a formal presentation or procedural instruction, conducted by an RSNA 2013 exhibitor (medical societies and associations are not eligible to conduct a satellite symposium during the RSNA Annual Meeting).

2. Exhibitors may choose from two options:

   A. **Non-RSNA Satellite Symposium without CME credit**. Participating companies may request to promote their symposium on the RSNA web site.

   B. **Non-RSNA Satellite Symposium with CME credit**. Exhibitors will work with a third-party for-profit CME provider and are not allowed to contract with another medical society in issuing symposium CME credit. Promotion of the symposium is not permitted in any RSNA media, print or digital.

3. No more than 1,000 radiologists can be invited to a single satellite symposium event.

4. Product and/or equipment demonstrations are prohibited.

5. FEES ARE NON-REFUNDABLE, unless the symposium is not approved. Payment must be sent to RSNA at the time of submitting the form. The following types of events are available based on these rates:
   - Non-CME Credit: $3,500
   - CME Credit: $7,000

6. Approved symposias will receive one complimentary Registration List. Complete the Registration List Request Form found in the online Exhibitor Service Kit. Please indicate on the form that the fee is waived. Return the form to the address listed along with the intended mailing piece.

7. Approved symposium times:

Sunday, December 1	Before 8:00 a.m. After 6:00 p.m.
Monday, December 2 - Thursday, December 6	Before 8:00 a.m. After 6:30 p.m.

8. All non-RSNA satellite symposia must be held in compliance with the AMA's Opinion on Gifts to Physicians from Industry. For a copy, please contact the RSNA Technical Exhibit Services Department.

9. Transportation to and from the event cannot start prior to or end after the designated times. Transportation from McCormick Place ends at 6:45 p.m. RPMs is contracted as the RSNA official transportation company. If you need to make transportation arrangements for your function, please contact Jeff LoGioco at 1-401-294-0040.

10. Third-Party Organizers: Exhibitors who choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. Third-party organizers cannot be a medical society or association. No direct requests from third-party organizers will be considered.

11. Companies may request function space at any of the RSNA contracted hotels. All space in the convention center is reserved solely for RSNA activities.

12. Any and all charges for services levied by the hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.

13. Functions found to be in violation of these guidelines shall be immediately discontinued. This agreement is *in addition* to the contract for exhibit space. All terms, conditions, rules & regulations contained therein remain in full force. The exhibitor waives any rights to claims of damages arising out of enforcement of these guidelines.

14. Cancellation of technical exhibit space results in the immediate release of any assigned function space for a satellite event.

15. All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time by RSNA, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.

16. The exhibitor shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.

For additional information, contact:

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