



***Sponsored Symposium Proposal Information
ASTMH 66th Annual Meeting
Baltimore, MD USA
November 5 - 9, 2017***

Connect with current and future leaders in tropical medicine and global health at the premier conference in tropical medicine and global health – sponsor a scientific symposium at the ASTMH 2017 Annual Meeting in Baltimore.

Over 4,400 researchers from 106 countries attended ASTMH 2016, which featured Carissa Etienne, Director of PAHO, as the opening keynote and received worldwide media coverage. Previous keynote speakers include Bill Gates of the Bill & Melinda Gates Foundation; Peter Piot, co-discoverer of the Ebola virus; and Paul Farmer, Founding Director at Partners In Health.

Why Sponsor a Symposium?

- It's an opportunity to provide a unique session to your target audience
- No concurrent ASTMH scientific, educational programming in that time slot
- You receive a pre- and post-registration list of all attendees with mailing addresses
- Sponsorship includes 50% discount on a booth space

Deadline for submitting a proposal: April 21*

**Proposals will continue to be considered on a case-by-case basis up until the Annual Meeting or once available meeting spaces fill up*

Schedule and Fees

- Sponsored symposia are scheduled on Monday, November 6, 7:15 – 9 p.m.
 - ***Sponsored symposia are not held concurrently with ASTMH scientific or educational sessions, but may be held concurrently with other sponsored symposia***
- \$20,000 per evening time slot (one hour and 45 minutes)
 - ***A \$500 non-refundable deposit will be applied toward the total fee; the balance of the fee is due no later than Friday, August 4***

Timeline

1. April 21 – deadline for submitting a proposal*
2. Proposals are then reviewed by a team that includes the Scientific Program Chair
3. Mid-May – acceptance notices are sent to symposium sponsors
4. Upon acceptance, a non-refundable \$500 deposit will be due

Additional Benefits:

Networking:

- Two invitations (non-transferrable) to the President's Reception, an invitation-only event
- Pre- and post-registration list in Excel (postal addresses only for attendees who opt to be included in mailing list)

All direct mail pieces must be approved by ASTMH prior to distribution

Room and support:

- Sponsored Symposium meeting room rental and standard A/V setup at the Baltimore Convention Center, location of the ASTMH 66th Annual Meeting
- Meeting room set-up: theater-style seating, head table and podium
- Complimentary small meeting room for staff – Sunday, November 5 through Thursday, November 9

Recognition and promotion:

- Sponsored Symposium program listing (session title, description, presentation titles and speakers) in the Annual Meeting Online Program Planner, available on the ASTMH website approximately two months prior to Annual Meeting
- Sponsored Symposium program listing (session title, description, presentation titles and speakers) in the Annual Meeting Program Book
- One registration packet insert per symposium, to be provided by Sponsored Symposium organizer pending ASTMH approval
- Acknowledgement in the following ways:
 - monthly via social media outlets (Facebook and Twitter)
 - monthly e-newsletter (in the three months preceding the Annual Meeting)

An important note about Continuing Medical Education (CME)

Sponsored symposia are not eligible for ASTMH-provided continuing medical education (CME) or other ASTMH-provided professional education credit. Sponsored Symposium organizers seeking to offer CME for their sessions must obtain credit from an accredited CME provider. In compliance with CME rules, no ASTMH-sponsored programming will be held during the time blocks that have been set aside for sponsored symposia.

Sponsored Symposium Contract

Sponsored Symposium organizers are required to complete a Sponsored Symposium Contract upon acceptance notification. The signed contract and non-refundable \$500 deposit will be required and due within two weeks of acceptance.

Annual Meeting Registration Fees and Speaker Arrangements

Sponsored Symposium participants (organizers, chairs, speakers) must pay the Annual Meeting registration fee in order to receive registration materials and participate in sessions. Sponsored Symposium organizers are responsible for handling all arrangements involving Sponsored Symposium speaker travel.

Use of ASTMH Name and Logo

The ASTMH logo cannot be used on Sponsored Symposium promotional pieces.

All print and electronic symposium invitations or announcements developed for the Sponsored Symposium must receive ASTMH approval prior to finalization. Invitations and announcements must clearly state that the session is a Sponsored Symposium.

Sponsored Symposium Proposal Form

Please return this form by Friday, April 21, 2017 to mcarson@astmh.org.

All requests will be filled on a first-come, first-served basis.

If you do not receive an email acknowledging receipt of application within 72 hours of submission, email mcarson@astmh.org immediately.

Print or type contact information for Sponsored Symposium organizer:

Name/Title: _____

Organization: _____

Address: _____

City: _____ State _____ Postal Code: _____

Country: _____ Phone: _____

Email: _____

Brief paragraph about the sponsoring organization (the organization's mission, goals and the reason for hosting a Sponsored Symposium session):

Symposium Title:

Description (brief paragraph description of topic):

Please list the topics, chairs and speakers proposed for the Sponsored Symposium.

Topic	Name, Institution, City, State, Country	Chair or Speaker

Questions? Contact:
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