



# 2020 ANNUAL MEETING

NOVEMBER 15-19 | METRO TORONTO CONVENTION CENTRE  
TORONTO ONTARIO CANADA

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## Sponsored Symposium General Information and Guidelines

Share your work with current and future leaders in tropical medicine and global health – sponsor a scientific symposium at the ASTMH 2020 Annual Meeting in Toronto, Ontario, Canada. The Annual Meeting is the premier forum for scientific advances in tropical medicine/global health and hygiene.

### Why Sponsor a Symposium?

- Develop the format and content to deliver a unique session to your target audience
- Receive a special time slot that avoids conflict with ASTMH scientific, educational programming
- Build connections with leaders in tropical medicine and global health

**Deadline for submitting a proposal: Wednesday, August 12, 2020.**

### Available Times

Monday, November 16, 2020, 7:15pm – 9:00pm (1 hour and 45 minutes)

Tuesday, November 17, 2020, 7:15pm – 9:00pm (1 hour and 45 minutes)

*Sponsored symposia are not held concurrently with ASTMH scientific educational sessions, but may be held concurrently with other sponsored symposia.*

**Fee: \$20,000 US**

### Application and Notification Timeline

- August 12: Sponsored Symposium applications with proposal due
- Applications are reviewed by a team that includes the Scientific Program Chair
- Acceptance notices are sent within two (2) weeks of application

April 16, 2020

## **Benefits**

### **Room and Support**

Meeting room rental with standard Annual Meeting 2020 symposium set-up and Audio-Visual equipment at the Metro Toronto Convention Centre (the ASTMH 2020 Annual Meeting site)

### **Engagement and Networking**

- Exhibit Booth
- 2 full Annual Meeting registrations
- 2 invitations to the President's Reception

### **Session Information/Sponsor Recognition**

- In the searchable Annual Meeting Online Program Planner
- In the on-line Annual Meeting Program Book
- In the Annual Meeting App schedule (searchable)
- In the printed Pocket Guide schedule (list and black-and-white full page interior ad)

### **Promotion**

- Monthly via social media outlets (Facebook and Twitter) prior to and during Annual Meeting
- Monthly e-newsletter (in the 3 months preceding the Annual Meeting and 2 after)
- Daily onsite newsletter (day of the Sponsored Symposium)
- Sponsored Symposium page on the ASTMH Web site after the session: photos, slides, session info

### **Plus**

- One hour of rehearsal time and space
- A/V technician
- Access to Speaker Ready Room

### **Important Notes:**

- Sponsor may invite non-Annual Meeting registrants to attend the Sponsored Symposium.
- Organizers of Sponsored Symposium must identify themselves in all promotional materials as the Sponsor of a Sponsored Symposium and the program as a Sponsored Symposium.
- Organizers of a Sponsored Symposium must identify the Sponsored Symposium in all promotional materials as being "held in conjunction with the Annual Meeting" and not part of the Annual Meeting.

### **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 Agreement and Payment Schedule**

Sponsored Symposium organizers are required to complete a written agreement upon acceptance notification, with a non-refundable deposit of \$500 US.

### **Annual Meeting Registration Fees and Speaker Arrangements**

- Sponsored Symposium organizers, chairs and speakers are not required to register for the Annual Meeting in order to attend or participate with the Sponsored Symposium.
- In the event that Sponsored Symposium organizers, chairs or speakers wish to attend any Annual Meeting sessions, programs, Exhibit Hall, etc., they must pay the Annual Meeting registration fee. The complimentary registrations that are part of the Sponsored Symposium package may be used for this purpose.
- Sponsored Symposium organizers are responsible for handling all arrangements involving Sponsored Symposium speaker travel.

### **Catering, Filming, Additional Operational Elements**

In the event that a Sponsor is interested in additional elements for the Sponsored Symposium, such as catering, filming or non-standard operational elements (stage set, lighting, etc.), ASTMH shall connect the Sponsor to its approved vendors for these services. Any such services shall be contracted directly between the Sponsor and vendors, and shall be completely made by and billed to the Sponsor.

**Please send completed application form by email to Rebecca Hamel, Manager, Development, [rhamel@astmh.org](mailto:rhamel@astmh.org).**

**Questions? Interested in applying for a Sponsored Symposium? Contact Rebecca Hamel, Manager, Development, [rhamel@astmh.org](mailto:rhamel@astmh.org).**