2016

Exhibitor & Sponsorship Prospectus

New Opportunites to Connect with Leaders in Emergency Medicine

ACOEP
The American College of Osteopathic Emergency Physicians

FOEM
FOUNDATION FOR OSTEOPATHIC EMERGENCY•MEDICINE

Introduction

The American College of Osteopathic Emergency Physicians (ACOEP) invites you to join in two national events—ACOEP's Spring Seminar March 28-April 2 in Scottsdale, Arizona, and ACOEP's Scientific Assembly November 1-5, 2016 in San Francisco, California.

The Heart of Emergency Medicine

Emergency medicine is one of the fastest growing fields in healthcare and ACOEP's members and conference attendees are energetic, engaged leaders. From state EMS directors, to top tier program directors, ACOEP members are influential leaders, residents and students, faculty members, as well as ENPs, EMTs and PAs.

Exhibitors and sponsors enjoy unparalleled access to the largest gathering of osteopathic emergency physicians in the nation. Through dedicated exhibit hours, events, social media, and expo hall enhancements, ACOEP is committed to putting your brand front-and-center.

Vital Information

Exhibitors and sponsors enjoy increased brand awareness, valuable face-time with national leaders, and prominent placement in an energizing setting. ACOEP is also aware that the needs and goals of every exhibitor are different and so any sponsor package is customizable, giving you exactly what you need.

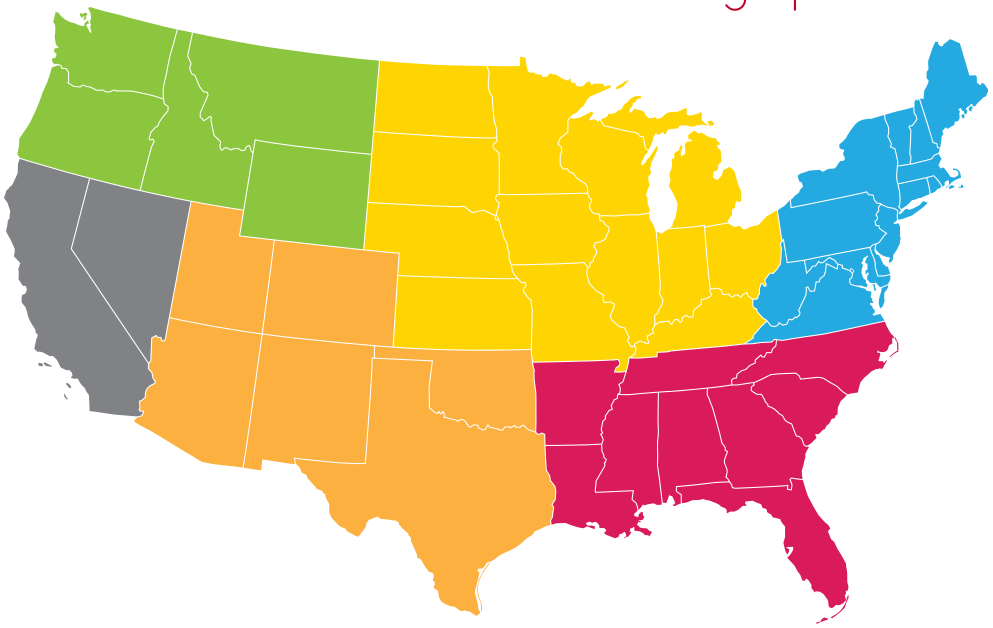
Benefits for all exhibitors and sponsors include:

- Dedicated exhibit hours
- Pre and post conference mailing list of registrants
- Traffic boosters including massage tables, espresso carts, entertainment, smoothie bars and more
- An invitation to the Welcome Reception, a popular opportunity to further build relationships
- Access to attendees during registration, meal breaks, down-time between speakers, and social activities
- Complimentary wireless internet access in exhibit hall
- Lead tracking on every attendee's badge to help you stay in touch with promising contacts
- Linked logo, company description, contact information, and table location on the conference mobile app and website
- One six foot table draped and skirted

> "Great place to meet and interact with EM residents!"
>
> *- Hospital Physician Partners*

Statistics

Attendee Geographic Location



33.81% East

26.65% Midwest

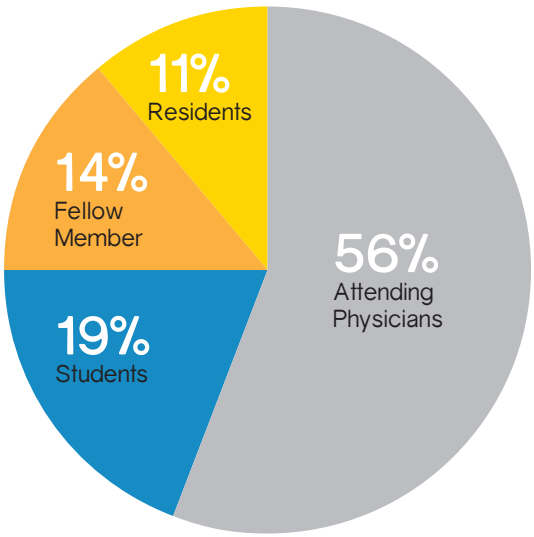
22.63% Southeast

9.03% Southwest

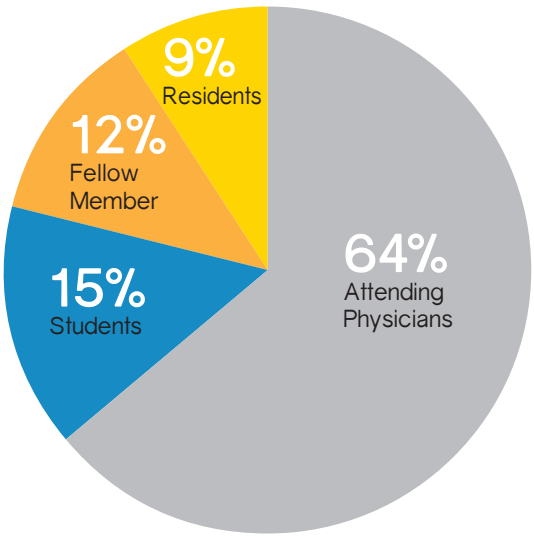
7.60% West

0.27% Northwest

95% Total percentage of conference attendees that say they would come back.



Spring Seminar Attendees



Scientific Assembly Attendees

Exhibiting with ACOEP

Exhibiting at ACOEP's conferences is the best, sure-fire way to meet leaders in emergency medicine who are making changes in healthcare across the country. Each exhibitor can take advantage of lead-retrieval technology, give-aways, lounge areas and more.

Exhibiting Add-Ons

While exhibiting alone is an incredible opportunity, ACOEP happily provides additional avenues for its partners to create a larger impact.

Registration Bag Inserts: $1,000

All exhibitors are invited to provide one small item, non-breakable and no larger than a deck of cards, to be placed inside the registration bags given to all attendees.

Floor Decals: $5,000 - ***Exclusive***

Large floor decals are placed strategically throughout the hallway and expo hall, ensuring that your logo is never far from view to all attendees.

Twitter Vending Machine: $5,000

Social media, trivia, prizes and YOUR brand, all combine in the Twitter Vending Machine. A large wrap with your logo surrounds a vending machine that dispenses prizes to attendees who answer questions correctly.

Expo Hall Enhancements: $5,000 each, prices may vary

While all exhibitors benefit from a cappuccino cart, massage chair, smoothie bar and other exciting surprises, your company can have your logo prominently displayed on and near these popular items. You will also be recognized on social media and on-site materials.

ACOEPdigital

61,700
Session Engagement Clicks

42,500
Session Views

Total number of sessions on ACOEPdigital, the conference app that includes exhibitor and sponsor information and links.

ACOEP's Spring Seminar

Mixing Business with Pleasure!

ACOEP's Spring Seminar is a unique event—energizing lectures, engaging expo hall, exciting additional events, and afternoons free to enjoy the Arizona sun. Spring Seminar seamlessly combines the best in emergency medicine education with a relaxed, spring break vibe. Attendees are excited to learn, and energized by activities such as the FOEM 5K and 1-Mile DO Dash.

Exhibitors enjoy time with attendees during breakfast in the expo hall, between lectures, competitions, and networking, all wrapping up by early afternoon. From the stunning outdoor Welcome Reception, to the lively FOEM Case Competition, Spring Seminar is a phenomenal opportunity to grow your business and build a valuable professional network.

Exhibit Schedule

Monday, March 28

- 12:00pm-5:00pm: Exhibit Set-Up

Tuesday, March 29

- 6:00am-Noon: Exhibits Open
- 6:00am-7:00am: Registration and Breakfast located in the Exhibit Hall
- 7:30am-12:30pm: Didactic Lectures
- 5:00pm-6:30pm: Welcome Reception - ***Sponsorship Opportunity!***

Wednesday, March 30

- 6:30am-12:00pm: Exhibits Open
- 6:30am-7:30am: Registration and Breakfast located in the Exhibit Hall
- 7:30am-12:30pm: Didactic Lectures
- 12:00pm-5:00pm: FOEM Case Study Poster Competition - ***Sponsorship Opportunity!***
- 5:45pm: FOEM 5K Run for Research - ***Sponsorship Opportunity!***

Thursday, March 31

- 6:30am-12:30pm: Exhibits and Registration Open
- 6:30am-7:30am: Registration and Breakfast located in the Exhibit Hall
- 7:30am-12:30pm: Didactic Lectures

Friday, April 1

- 6:30am-12:30pm: Exhibits and Registration Open
- 6:30am-7:30am: Registration and Breakfast located in the Exhibit Hall
- 7:30am-12:30pm: Didactic Lectures

WHEN

March 28 - April 1, 2016

WHERE

Westin Kierland Resort and Spa
Scottsdale, Arizona

**Please note that this schedule is subject to change. An updated agenda and exhibit schedule will be sent prior to the conference.*

ACOEP's Scientific Assembly

Already the largest annual conference, ACOEP's Scientific Assembly offers hands-on training, intensive didactic sessions, exciting breakout lecture series, competitions, specialized tracks, and is capped off by the glittering 2016 FOEM Legacy Gala: Dinner and Awards Ceremony.

At the 2015 Scientific Assembly more than 1,200 attendees made this the largest conference to date. Attendees spent considerable time exploring the expo hall, enjoyed a new break-out lecture series, established the ACOEP Council for Women in Emergency Medicine and much more. Over 95% of attendees look forward to returning, and we are confidently expecting another record breaking year.

Schedule At-a-Glance*

Below is the tentative exhibitor agenda, as well as special offerings not to be missed!

Wednesday, November 2

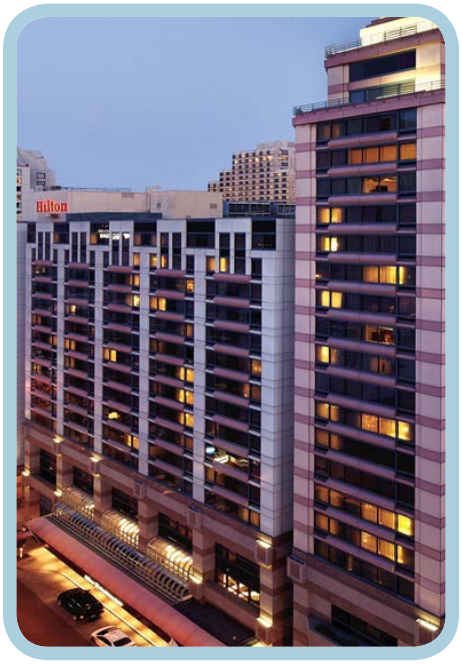
- 7:00am-3:00pm: FOEM Competitions - ***Sponsorship Opportunities!***
- 8:00am-5:00pm: Student Chapter Events
- 9:00am-12:00pm: Exhibitor Set-Up
- 12:00pm-3:30pm: Exhibits Open
- 3:30pm-5:00pm: Resident Career Fair
- 7:00pm: Welcome Reception, Exhibitors welcome! - ***Sponsorship Opportunity!***

Thursday, November 3

- 7:30am-3:00pm: Exhibits Open
- 7:30am-8:30am: Breakfast in the Exhibit Hall
- 8:00am-12:00pm: Student Chapter Events
- 8:00am-5:00pm: Didactic Sessions
- 12:00pm-1:00pm: Break for Lunch (On your own)
- 7:00pm: FOEM Legacy Gala - ***Sponsorship Opportunity!***

Friday, November 4

- 7:00am-3:00pm: Exhibits Open
- 7:30am-8:30am: Breakfast in the Exhibit Hall
- 8:00am-5:00pm: Didactic Sessions
- 12:00pm-1:00pm: Break for Lunch (On your own)



WHEN

November 1-5, 2016

WHERE

Hilton San Francisco
Union Square
San Francisco, California

**Please note that this schedule is subject to change. An updated agenda and exhibit schedule will be sent prior to the conference.*

Sponsor Partners

The best means of maximizing your impact at ACOEP events are through these Sponsor Bundles. Each has a different price point and unique avenue to ACOEP's members and attendees. These packages are easily customizable and ensure that you receive the very highest return on your investment.

Paramount Sponsor: $20,000

The Paramount Sponsorship is an exclusive level of sponsorship that offers year-round exposure to ACOEP's engaged and active membership! The Paramount Sponsor will enjoy:

- Full conference exhibit registration for both ACOEP's Spring Seminar and Scientific Assembly ($7,000 value)
- A five-night hotel stay for one company representative at the Westin Kierland Resort and Spa
- A five-night hotel stay for one company representative at Hilton Union Square in San Francisco for Scientific Assembly
- Your logo on the Scientific Assembly brochure distributed to more than 1,200 professionals
- Your logo on conference ads placed in ACOEP's *The Pulse* and *The Fast Track* (circulation of more than 6,000), and *The Western Journal of Emergency Medicine*
- Ample on-site signage at both conferences including stand-alone sponsor signs
- Your logo on both conference agendas
- Quarterly dedicated eblast on your behalf to ACOEP's members
- Linked logo on event websites
- Post-event dedicated email to all attendees
- Linked logo on all conference eblasts
- Prominent signage at the Welcome Reception at both conferences

Prime Sponsor: $15,000

The Prime Sponsor is also an exclusive sponsorship that includes prominent exposure at both Scientific Assembly and Spring Seminar! The Prime Sponsor enjoys 12 months of print recognition and digital exposure, as well as ample onsite signage.

- Full conference exhibit registration for both ACOEP's Spring Seminar and Scientific Assembly ($7,000 value)
- Your logo on the Scientific Assembly brochure distributed to more than 1,200 professionals
- Your logo on conference ads placed in ACOEP's *The Pulse* and *The Fast Track* (circulation of more than 6,000), and *The Western Journal of Emergency Medicine*
- Ample on-site signage at both conferences
- Your logo on both conference on-site agenda and magazine
- Linked logo on event websites
- Post-event dedicated email to all attendees
- Linked logo on all conference eblasts
- Prominent signage at the Welcome Reception at both conferences
- Social media recognition

Sponsor Partners

Supporting Sponsor: $10,000

Supporting Sponsorship is a great way to remain in the spotlight with ACOEP members!

- Full conference exhibit registration for both ACOEP's Spring Seminar and Scientific Assembly ($7,000 value)
- Ample on-site signage at both conferences
- Your logo on both conference agendas
- Linked logo on event websites
- Prominent signage at the Welcome Reception at both conferences
- Recognition on Social Media platforms
- Acknowledgement on ACOEPdigital, the conference app

Wireless Partner: $15,000

The Wireless Partner is an integral part of the 2016 events. This exclusive sponsorship is a year-long partnership providing internet and charging stations at both conferences. The Wireless Partner can expect:

- Exclusive sponsorship of wireless internet at both conferences
- Ample on-site signage
- Recognition on log-in instructions given to every attendee
- Logo on conference eblasts
- Sponsorship of charging stations at each conference
- Logo on conference websites
- Logo on conference agenda

> "ACOEP is a great event to meet with emergency medicine physicians for a group to hire. It is large enough to garner enough leads but small enough that you have time to speak with physicians one-on-one about the benefits of joining your group."
>
> *- Emergency Service Partners*

Sponsor Partner Benefits At-a-Glance

	Paramount Partner	Prime Partner	Supporting Partner	Wireless Partner
Logo on meeting brochure	X	X		
Logo on ACOEP's conference ads in *The Pulse* and WestJEM	X	X		
Ample on site sponsor signage	X	X	X	X
Stand-alone sponsor sign	X			X
Logo on conference agenda	X	X	X	
Quarterly dedicated eblast sent on your behalf to ACOEP's physician members	X			
Linked logo on event website	X	X	X	X
Post-event dedicated email to all attenddees	X	X		
Full conference exhibit registration for both conferences	X	X	X	
Logos in all conference eblasts	X	X	X	X
Exclusive Sponsorship of wireless internet				X
Sponsorship of dedicated charging stations				X
Five nights of complimentary hotel stays at the Scientific Assembly, can be divided between two representatives	X			
Five nights of complimentary hotel stays at the Spring Seminar, can be divided between two representatives	X			

A La Carte Sponsorship Opportunities

At both Spring Seminar and Scientific Assembly, ACOEP offers a wide variety of sponsorship opportunities, allowing our partners to customize their experience and maximize influence with ACOEP's members. Many opportunities are available at both conferences, and when purchased in a bundle provide extra savings.

Meals, Breaks, and Events

Sponsors of beverage breaks, luncheons and social events all enjoy seeing their logo on printed napkins, ample on-site signage, in the conference app, recognition on social media, and agendas. These partners also enjoy exposure through the conference on-site programs, conference websites, and much more.

FOEM Competitions and Events

FOEM's events draw a large and growing crowd at every conference, casting a spotlight on the best up-and-coming students and residents. Every sponsorship opportunity include logos on all pre-event marketing materials including social media, on-site signage on-site signage, the podium at the event, projected on the screen between presentations, winner certificates as well as a quarter-page ad in the 2016 FOEM Legacy Gala Program Booklet.

Student and Resident Events and Competitions

ACOEP's Student and Resident Chapters are a vital and vibrant part of our community. Sponsors of their events enjoy recognition on-site, logos on conference materials, website, and in *The Fast Track*, the Chapters' quarterly magazine. For competitions such as the Advanced Airway Shootout or Junior Resident Bootcamp, company representatives are invited to give a 15 minute presentation.

Residents also look for partners to sponsor giveaways such as gift cards, an iPad, a GoPro, or other great prizes to the Resident Chapter Members, each with a note from the sponsoring company, and for any larger items a representative from the sponsoring company is invited to be present for the giveaway. The giveaway sponsors will be in marketing materials, and featured in *The Fast Track*.

A La Carte Sponsorship Opportunities

	Spring Seminar	Scientific Assembly	Investment
Beverage Break Stations *(Priced per break)*	X	X	$3,500 per conference $6,500 for both
Attendee Conference Bag**	X	X	$7,500 per conference $14,000 for both
Lanyards** - *Exclusive Sponsorship*	X	X	$5,000 per conference $9,500 for both
Hotel Room Keys - *Exclusive Sponsorship*	X	X	$5,500 per conference $10,500 for both
Digital News Room - *Exclusive Sponsorship*	X	X	$4,500 per conference $8,500 for both
FOEM Case Study Poster Competition** - *Exclusive Sponsorship*	X		$7,500
FOEM 5K and 1-Mile DO Dash - *Exclusive Sponsorship*	X		$3,000
FOEM 5K and 1-Mile DO Dash T-Shirt	X		$1,000
Water Bottles for the FOEM 5K and 1-Mile DO Dash	X		$2,500
Resident Breaks	X	X	$3,000 per conference $5,500 for both
Student Breaks	X	X	$3,000 per conference $5,500 for both
Resident Sponsored Lunch	X	X	$5,000 per conference $9,500 for both
Student Sponsored Lunch	X	X	$5,000 per conference $9,500 for both
Keynote Speaker *(Pending sponsorship)*		X	$15,000
FOEM Research Study Poster Competition** - *Exclusive Sponsorship*		X	$7,500
FOEM Research Paper Competition** - *Exclusive Sponsorship*		X	$7,500
FOEM Clinical Pathological Case Competition** - *Exclusive Sponsorship*		X	$7,500
FOEM Oral Abstract Competition** - *Exclusive Sponsorship*		X	$7,500
Advanced Airways Shootout		X	$3,000
Resident Chapter Keynote Speaker	X	X	$1,000 per conference $1,500 for both
Leadership College		X	$6,000

***CME sponsorships are not eligible to commercial interests as defined by the ACCME as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.*

FOEM Legacy Gala: Dinner and Awards Ceremony

The FOEM Legacy Gala is the exciting centerpiece of the year. Held annually at Scientific Assembly, this glamorous evening celebrates FOEM's top donors, competition winners, and corporate partners in a lovely ceremony. Over 250 attendees enjoy a cocktail reception, decadent meal, dancing, and drinks.

There are ample opportunities for partnership for the FOEM Legacy Gala, which continues to grow in popularity year after year.

Presenting Corporate Sponsor: $40,000 - *Exclusive*

- Sponsorship recognition on all pre-event marketing materials – including multiple e-blasts, Facebook posts, flyers, and letters
- One VIP table for 10
- Title recognition in all event marketing
- The Presenting Corporate Sponsor's name and logo on all event correspondence, including signage, event program, podium signs, and table tent cards
- A corporate representative of Presenting Corporate Sponsor will be invited to present all awards with appropriate Foundation representatives
- Inside front cover color ad in Commemorative Evening Program
- Special program listings – multiple as Presenting Corporate Sponsor
- Video presentation (supplied by Presenting Corporate Sponsor)
- Speech by Presenting Corporate Sponsor representative at the event
- Photographic exposure in all post-event promotion on the Foundation's website for six months from the effective date
- One item in the Commemorative Evening Gift Bag (supplied by Presenting Corporate Sponsor)

Supporting Sponsors: $20,000

- Sponsorship recognition on all pre-event marketing materials – including multiple e-blasts, Facebook posts, flyers, and letters
- One VIP table for 10
- Inside back cover color ad in Commemorative Evening Program
- Special program listings – multiple as Supporting Sponsor
- Table tent card recognition as Supporting Sponsor
- Easel poster card recognition as Supporting Sponsor
- Verbal Recognition throughout the event as Supporting Sponsor
- One item in the Commemorative Evening Gift Bag (supplied by Supporting Sponsor)
- Sponsorship recognition on all post-event marketing materials – including multiple e-blasts, Facebook posts, Social Media Pictures, and letters

FOEM
FOUNDATION FOR OSTEOPATHIC
EMERGENCY•MEDICINE

For more information please feel free to contact:
Stephanie Whitmer
312.445.5712
swhitmer@acoep.org

FOEM Legacy Gala: Dinner and Awards Ceremony

Friends: $5,000

- Sponsorship recognition on all pre-event marketing materials – including multiple e-blasts, Facebook posts, flyers, and letters
- Two tickets to event
- One half-page ad in Commemorative Evening Program
- Table tent card recognition as Friend
- Program listing as Friend
- Easel poster card recognition as Friend

Champagne Toast: $2,000

The FOEM Legacy Gala Dinner and Awards Ceremony is the glittering centerpiece of the Scientific Assembly and this special evening concludes with a champagne toast, in honor of the evening's donors. The sponsor of the Champagne Toast will enjoy onsite signage, on all marketing materials, recognition in the event program, as well as in-person recognition during the toast.

Step and Repeat: $2,500

Attendees of the FOEM Legacy Gala are FOEM's celebrities! As they walk a red carpet into the gala ballroom they will stop and take their picture in front of an 8-foot step and repeat. See your logo prominently displayed on this back drop! This is a great way to extend your reach beyond the Gala as these attendees share these pictures through social media, and print out keepsakes. FOEM will also use many of these photos in printed materials, online, in *The Pulse* and through marketing materials for future events.

Photo Booth: $5,000 - *Exclusive*

The FOEM Legacy Gala is not only a glamorous event, it's an opportunity for physicians to let loose and have fun. The photo booth, complete with props and costumes, is a favorite way for

ACOEP's members to get in touch with their silly side. See your company's logo prominently displayed on the photo print outs that gala attendees take home as souvenirs to remember the evening!

2016 Exhibitor Registration Form

Please type or print clearly:

To register for additional sponsorships, go to page 16

Company Name _____ Phone Number _____

Address _____ Fax Number _____

City _____ State _____ Zip Code _____

Contact Person _____ E-mail Address _____

ACOEP's Spring Seminar

Exhibitor Fees

☐ Entire Conference $3,000 ☐ Partial $900/Day (choose your days)
☐ Tues., March 29 ☐ Weds., March 30 ☐ Thurs., March 31 ☐ Fri., April 1

Add-Ons

☐ Reg. Bag Insert $1,000 ☐ Floor Decals $5,000 ☐ Twitter Vending Machine $5,000 ☐ Expo Hall Enhancement $5,000 ea.

Table Choices

See attached floor map for table location options. Please note that tables will be assigned on a first-come-first-served basis. Should all of your selections be taken, an ACOEP staff member will be in touch for alternate locations.

First Choice: _____ Second Choice: _____ Third Choice: _____

ACOEP's Scientific Assembly

Exhibitor Fees

☐ Entire Conference $4,000 ☐ Partial $1,500/Day (choose your days)
☐ Weds., November 2 ☐ Thurs., November 3 ☐ Fri., November 4

Add-Ons

☐ Reg. Bag Insert $1,000 ☐ Footprints $5,000 ☐ Twitter Vending Machine $5,000 ☐ Expo Hall Enhancement $5,000 ea.

Table Choices

See attached floor map for table location options. Please note that tables will be assigned on a first-come-first-served basis. Should all of your selections be taken, an ACOEP staff member will be in touch for alternate locations.

First Choice: _____ Second Choice: _____ Third Choice: _____

Name Badges for Onsite Representatives: _____

_____

Total amount enclosed: $_____

Payment Information

☐ Check Enclosed for the total amount of $_____

☐ Bill my credit card for the amount of $_____

Name on card _____

Card # _____ Exp. Date _____ CVV # _____

Check One:
☐ AMEX
☐ VISA
☐ MC
☐ DISCOVER

REQUIRED

I have included in my email to swhitmer@acoep.org:

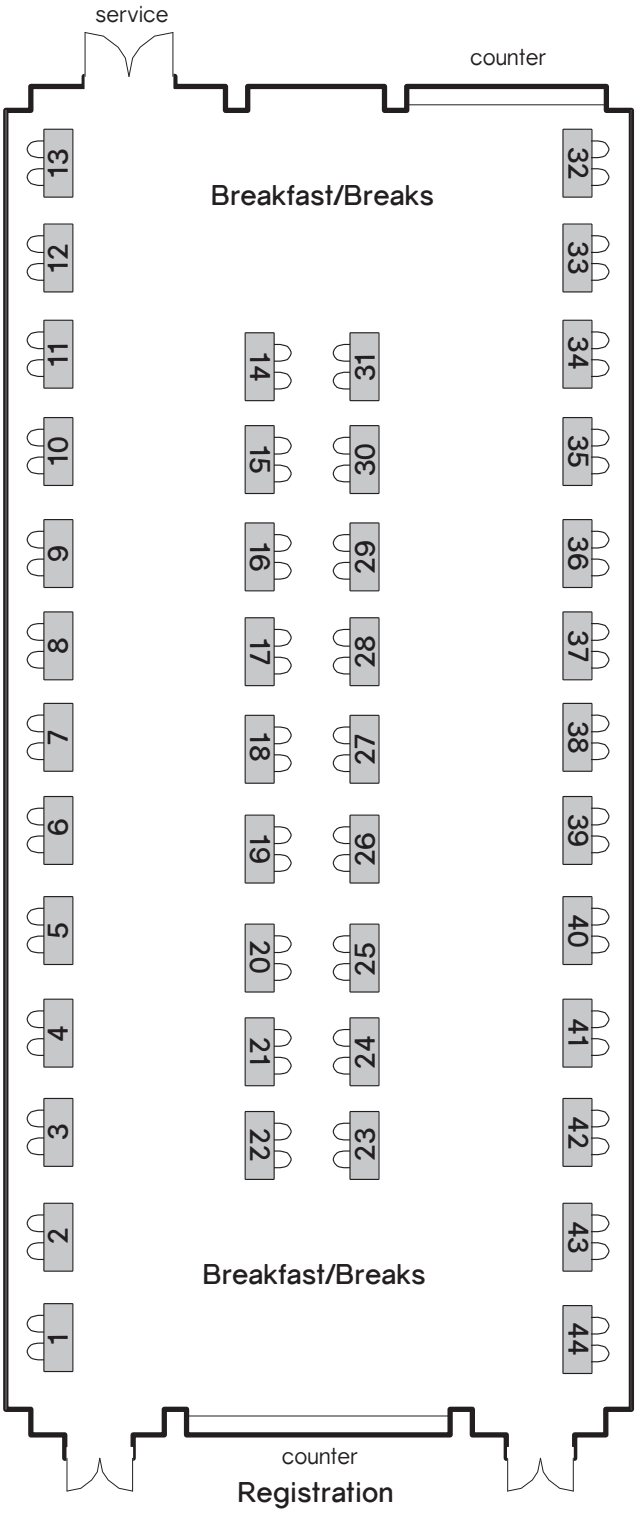
☐ My exhibitor registration form
☐ The signed contract on pages 17 & 18
☐ One low-res and one high-res version of my company logo
☐ My 150-250 word company bio
☐ The names of my company representatives

Return completed forms to: Stephanie Whitmer • 142 East Ontario Suite 1500 • Chicago, IL 60611 • Or email to: swhitmer@acoep.org

Exhibit Hall Maps

ACOEP's Spring Seminar 2016
Westin Kierland Resort & Spa Pre-Function

Kierland 3



ACOEP Vendor Layout
(44) 6'x30" tabletop exhibits w/meals

Exhibit Hall Maps

ACOEP's Scientific Assembly
Hilton Union Square Hotel Pre-Function

Map Coming Soon

2016 Sponsorship Registration Form

Please type or print clearly:

Company Name _____ Phone Number _____

Address _____ Fax Number _____

City _____ State _____ Zip Code _____

Contact Person _____ E-mail Address _____

Choose Your Sponsorships

Double Conference Sponsorship

Please choose your level of sponsorship for both ACOEP's Spring Seminar and Scientific Assembly:

☐ Paramount: $20,000 ☐ Prime: $15,000 ☐ Supporting: $10,000 ☐ Wireless Partner: $15,000

A La Carte Sponsorship

Beverage Break Stations (priced per break)
☐ Spring: $3,500 ☐ Fall: $3,500 ☐ Both: $6,500

Attendee Conference Bag
☐ Spring: $7,500 ☐ Fall: $7,500 ☐ Both: $14,000

Lanyards - *Exclusive*
☐ Spring: $5,000 ☐ Fall: $5,000 ☐ Both: $9,500

Hotel Room Keys - *Exclusive*
☐ Spring: $5,500 ☐ Fall: $5,500 ☐ Both: $10,000

Digital News Room - *Exclusive*
☐ Spring: $4,500 ☐ Fall: $4,500 ☐ Both: $8,500

FOEM Case Study Poster Competition - *Exclusive*
☐ Spring: $7,500

FOEM 5K and 1-Mile DO - *Exclusive*
☐ Spring: $3,000

FOEM 5K and 1-Mile DO Dash T-Shirt
☐ Spring: $1,000

Water Bottles for the FOEM 5K and 1-Mile DO Dash
☐ Spring: $2,500

Resident Breaks
☐ Spring: $3,000 ☐ Fall: $3,000 ☐ Both: $5,500

Student Breaks
☐ Spring: $3,000 ☐ Fall: $3,000 ☐ Both: $5,500

Resident Sponsored Lunch
☐ Spring: $5,000 ☐ Fall: $5,000 ☐ Both: $9,500

Student Sponsored Lunch
☐ Spring: $5,000 ☐ Fall: $5,000 ☐ Both: $9,500

Keynote Speaker (pending sponsorship)
☐ Fall: $15,000

FOEM Research Study Poster Competition - *Exclusive*
☐ Fall: $7,500

FOEM Research Paper Competition - *Exclusive*
☐ Fall: $7,500

FOEM Clinical Pathological Case Competition - *Exclusive*
☐ Fall: $7,500

FOEM Oral Abstract Competition - *Exclusive*
☐ Fall: $7,500

Advanced Airways Shootout
☐ Fall: $3,000

Resident Chapter Keynote Speaker
☐ Spring: $1,000 ☐ Fall: $1,000 ☐ Both: $1,500

Leadership College
☐ Fall: $6,000

FOEM Legacy Gala: Dinner and Awards Ceremony Sponsorship

☐ Presenting Corporate Sponsor: $40,000 - ***Exclusive***
☐ Supporting Sponsors: $20,000
☐ Friends: $5,000
☐ Champagne Toast: $2,000
☐ Step and Repeat: $2,500
☐ Photo Booth: $5,000 - Exclusive
☐ Sponsor a Table: $3,500

Total amount enclosed: $_____

Payment Information

☐ Check Enclosed for the total amount of $_____

☐ Bill my credit card for the amount of $_____

Name on card _____

Card # _____ Exp. Date _____ CVV # _____

Check One:
☐ AMEX
☐ VISA
☐ MC
☐ DISCOVER

REQUIRED

I have included in my email to swhitmer@acoep.org:

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☐ The signed contract on pages 17 & 18
☐ One low-res and one high-res version of my company logo
☐ My 150-250 word company bio
☐ The names of my company representatives

Return completed forms to: Stephanie Whitmer • 142 East Ontario Suite 1500 • Chicago, IL 60611 • Or email to: swhitmer@acoep.org

THIS FORM IS REQUIRED

WRITTEN AGREEMENT FOR COMMERCIAL SUPPORT

The American College of Osteopathic Emergency Physicians (ACOEP) is committed to presenting CME activities that promote improvements or quality in healthcare and are independent of the control of commercial supporters. As part of this commitment, ACOEP has outlined in this written agreement the terms, conditions, and purposes of commercial support for its CME activities. Commercial Support is defined as financial, or in-kind, contributions given by a commercial supporter, which is used to pay all or part of the costs of a CME activity.

Name of CME Activity: _____ **Date of Activity:** _____

Name of Commercial Supporter (Company): _____

Agreed upon Amount of Commercial Support: $_____
or
Description of In Kind Support: _____

Office Use Only

Support will be used for the following:

☐ **Meeting Expenses (itemize):**_____

☐ **Speaker Honoraria**

☐ **Speaker Expenses (itemize):** _____

☐ **Other (list):**_____

Terms, Conditions, and Purposes

Independence

1. This activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the Commercial Supporter.
2. ACOEP (hereto known as 'The Accredited Provider') is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control the content of the CME, selection of education methods, and the evaluation of the activity.

Appropriate Use of Commercial Support

3. The Accredited Provider will make all decisions regarding the disposition and disbursement of the funds from the Commercial Supporter.
4. The Commercial Supporter will not require the Accredited Provider to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.
5. All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.
6. The Accredited Provider will, upon request, furnish the Commercial Supporter reasonable documentation detailing the receipt and expenditure of the commercial support.

Commercial Promotion

7. Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. Commercial Supporters may not engage in sales or promotional activities while in the space or place of the CME activity.
8. The Commercial Supporter may not be the agent providing the CME activity to the learners.

Disclosure

9. The Accredited Provider will ensure that the source of support from the Commercial Supporter, either direct or "in-kind," is disclosed to the participants, in program brochures, syllabi, and other program materials, and at the time of the activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product promotional in nature.

ACOEP Agreement

10. Each party will keep confidential and safe from disclosure any information furnished by, or about, the other party, including proprietary information, ("confidential information") and will not use such confidential information in any way except as reasonably necessary to carry out each party's responsibilities under this agreement. Confidential information does not include (i) information generally available to the public; (ii) information obtained from third parties not under agreement to maintain its confidentiality; (iii) information required to be disclosed by law; or (iv) information developed by a party independently of information disclosed to that party. This confidentiality obligation shall survive the termination of this agreement.

11. The terms of this Agreement will be in effect from the date of signing (the "Effective Date") and conclude at the end of Educational Event (unless otherwise specified), at which time this Agreement will terminate and may be renegotiated for future activities.

12. This Agreement constitutes the entire agreement between the Commercial Supporter, and ACOEP. No modification or amendment to this Agreement shall be effective unless made in writing and signed or acknowledged by the party to be bound.

13. This Agreement shall be governed by the laws of the State of Illinois, without giving effect to any conflict-of-laws principles.

14. This Agreement is binding on the parties' successors and permitted assigns. Neither party may assign its rights and obligations under this Agreement without the prior written consent of the other party.

15. The parties to this Agreement are independent contractors. None of the provisions of this Agreement are intended to create, nor shall they be construed to create, any relationship between the parties other than that of independent contractors.

The Commercial Supporter and ACOEP agree to abide by all requirements of the ***ACCME Standards for Commercial Support℠.***

The American College of Osteopathic Emergency Physicians

Tax ID #_____

Contact:
Stephanie Whitmer, Director of Affiliate Management
swhitmer@acoep.org
312.445.5712

Company Name of Commercial Supporter: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Contact Title: _____

Email: _____

Phone: _____

Agreed by Authorized Representatives

Commercial Supporter	**For ACOEP:**
_____	_____
Signature and Date	*Signature and Date*
_____	_____
Print Name	*Print Name*
_____	_____
Title	*Title*

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