

# ACTHIV 2017 SYMPOSIUM OPPORTUNITIES

Don't miss this exciting opportunity to host a Satellite Symposium at the upcoming ACTHIV conference, April 20 - 22, 2017. This up to two hour event will be offered free of cost to all attendees of the 2017 ACTHIV conference and will be separate from the education provided by the conference. See enclosed information in this package for complete details.

## ACCESS

Gain access to approximately 300+ frontline clinicians who provide HIV care and support to diverse populations

## POSITIONING

Hosting a symposium will position your organization as a leader in HIV treatment and care

## VISIBILITY

Support the conference and earn your organization a high level of visibility networking with attendees and exposure to national press coverage

## HIGH PROFILE ATTENDANCE

Expected attendee profiles are 40% Physicians, 10% Physician Assistants, 30% Nurse/Nurse Practitioners, 15% Pharmacists and 5% Social Workers, Case Managers, Scientists and Researchers.



IF YOU ARE INTERESTED IN HOSTING A SYMPOSIUM PLEASE CONTACT:

Debbie Cooke

The American Conference for the Treatment of HIV (ACTHIV)

c/o Meeting Masters, Inc.

Phone: 540-368-1739

E-mail: [Debbie.cooke@meetingmasters.biz](mailto:Debbie.cooke@meetingmasters.biz)

Website: [www.ACTHIV.org](http://www.ACTHIV.org)



ACTHIV - April 20 - 22, 2017 ~ Renaissance Dallas Hotel, TX  
540-368-1739 - [Debbie.cooke@meetingmasters.biz](mailto:Debbie.cooke@meetingmasters.biz) - [www.ACTHIV.org](http://www.ACTHIV.org)

**ACTHIV**  
THE AMERICAN CONFERENCE  
FOR THE TREATMENT OF HIV

# SYMPOSIUM INCLUSIONS

**Package includes a professional meeting management staff to coordinate and manage logistics of the Symposium.**

## FACILITIES

- ◆ Meeting space to accommodate up to 200 attendees
- ◆ Three (3) complementary full conference registrations

## PRODUCTION

- ◆ Audio visual package to include:  
5K LCD projector, projection cart, screen (7.5 X 10) front projection, screen dress kit, 1 - DVD player with CD, wireless remote for PC, presentation laptop computer, podium and microphone, wireless lavalier microphone, power speakers, audio package, 20 feet of black drape, technical operator for duration of session

Additional audio visual requested will be quoted based on requirements.

## ADVERTISING / RECOGNITION

- ◆ Link to splash information page via the on line program that may include product/promotional advertising
- ◆ Signage at registration and at entrance to meeting space
- ◆ Symposium reminders included in ACTHIV eblast marketing material
- ◆ Recognition and one full page ad in the Supporter Supplement Program to be distributed to all attendees
- ◆ Acknowledgement and link on the conference website
- ◆ Special recognition ribbons for company name badges
- ◆ Conference attendee list upon completion of the conference

## OPTIONAL SERVICES

- ◆ Slide presentation hand - outs
- ◆ Invitation email blast to ACTHIV 3000 person email list
- ◆ Printed invitation to ACTHIV 1000 person mailing list
- ◆ Customized, site accessible on-line registration through the ACTHIV website
- ◆ Delivery of promotional symposium flyer to all attendee sleeping rooms



# SYMPOSIUM SCHEDULE

## 2017 SYMPOSIUM SCHEDULE AND INFORMATION

**12:00pm - 1:00pm - Luncheon (Thursday, April 20)**

**12:00pm - 1:30pm - Luncheon (Friday, April 21)**

**5:30pm - 6:30pm - Meeting Only and/or Reception (Thursday, April 20)**

**5:00pm - 6:00pm - Meeting Only and/or Reception (Friday, April 21)**

All invitations, promotional materials, and program content must be approved by the ACTHIV Program Committee prior to distribution.

All Satellite Symposia should include the following statement on the front page of promotional and handout materials: "This event is not part of the official ACTHIV conference, as planned by ACTHIV Program Committee."

## SYMPOSIUM FEE OPTIONS

### 2017 SYMPOSIUM FEE OPTIONS

Fee includes all items listed under Symposium Inclusions

**SYMPOSIUM WITH LUNCHEON PROVIDED.....\$ 30,000**

**EVENING SYMPOSIUM WITH NO F&B.....\$ 25,000**  
**(Additional pricing based on f&b inclusion)**

**NOTE: Additional costs will apply for CME/CE certification, if eligible.**



# SYMPOSIUM APPLICATION

Sign up today and become involved!

Please complete both pages of the application and return your form with payment by February 1, 2017

## SECTION 1: YOUR INFORMATION

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## SECTION 2: SUPPORT OPTIONS

\_\_\_\_\_ Symposium to include Luncheon \$ 30,000

\_\_\_\_\_ Evening Symposium with no food and beverage provided \$ 25,000

## SECTION 3: PAYMENT INFORMATION

Payment in the amount of \$ \_\_\_\_\_ will be submitted by Check or Credit Card (Please circle one):

**A check is enclosed** (payable to "ACTHIV").  **Please charge my:**  American Express  MasterCard  VISA

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Terms: The presenting company agrees that all provisions are part of a formal contract for participation. Each company must email their logo in both EPS and JPG format to [Debbie.cooke@meetingmasters.biz](mailto:Debbie.cooke@meetingmasters.biz) for inclusion on the website and in the Supporter & Exhibitor Supplement.

## SECTION 4: ACKNOWLEDGEMENT OF TERMS & CONDITIONS

*Please read the attached Terms & Conditions and sign below.*

I am an authorized representative of the company named above with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all of the policies, rules, terms and regulations contained in the Terms and Conditions, and all policies, rules, terms, and regulations adopted after publication of the original prospectus, which we accept as part of the agreement. I further acknowledge that ACTHIV reserves the right, in its absolute discretion, to reject this application. This application shall not become a binding contract until fully executed by both parties (the presenting company and the conference).

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send this completed form with payment to:** ACTHIV, Attn: Debbie Cooke, Conference Director  
15 Tally Ho Drive, Fredericksburg, VA 22405 • Phone (770) 505-1774 • Fax (540) 374-5298 • [debbie.cooke@meetingmasters.biz](mailto:debbie.cooke@meetingmasters.biz)

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## FDA Regulations

It is the responsibility of each symposium sponsor to be aware of and abide by Pharmaceutical Research and Manufacturers American (PhRMA) Code on interaction with healthcare professionals. Please go to [www.phrma.org](http://www.phrma.org) for additional information.

## General Information

In accordance with the following terms, conditions and regulations, the undersigned hereby makes application for symposium space(s) which, when accepted by ACTHIV, becomes a contract. The undersigned agrees to abide by all rules, requirements, restrictions and regulations as set forth in this agreement or as may especially be designated by ACTHIV or the Dallas Renaissance Hotel. Failure to abide by such rules and regulations results in forfeiture of all monies paid or due to ACTHIV under terms of this agreement. The sponsor agrees that all provisions are part of a formal contract for support.

Symposium package rates include 3 complementary conference registrations. You will be contacted with instructions on how to register your 3 complementary staff. Presenting organizations will receive a listing in the conference program and conference website. All presenting companies must email their logo in both EPS and JPG format to [Debbie.cooke@meetingmasters.biz](mailto:Debbie.cooke@meetingmasters.biz).

## GENERAL

The terms "ACTHIV" shall mean the American Conference for the Treatment of HIV, its officers, committees, agents or employees acting for it in the management of the Symposium. The term "Symposium" shall mean ACTHIV and the Symposium to be held in Dallas, TX, April 20 - 22, 2017. ACTHIV shall have full power in the interpretation and enforcement of all TERMS AND CONDITIONS governing the Symposium. All matters and questions not covered by these TERMS AND CONDITIONS shall be subject to the final judgment and discretion of ACTHIV. ACTHIV will establish the schedule for setting up, opening and dismantling the Symposium. These TERMS AND CONDITIONS may be amended at any time by ACTHIV upon written notice to the supporter as may be affected by them.

## INSURANCE

Presenting organizations wishing to insure their materials, goods and/or wares against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each company is responsible for obtaining insurance (liability and fire/theft) in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

## LIABILITY

The company or organization agrees to protect, save and keep ACTHIV, the Dallas Renaissance Hotel, and third party suppliers, forever harmless for any damage or charges imposed for violation of any law or ordinance by the company, his/her employees or agents. As well as to strictly comply with the applicable terms and conditions contained in this agreement between, against and from any and all loss, cost, damage, liability, or expense which arises out of, from, or by any reason of any act or omission of company, his/her employees or agents.

## AMERICANS WITH DISABILITIES ACT

Each company shall be responsible for compliance with the Americans with Disabilities Act within their assigned meeting space.

## REPAIR OF DAMAGES

The cost of repairing any damage caused by the Company, its employees, representatives or agents to the property of others and the Dallas Renaissance Hotel, shall be the responsibility of the Company. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture or property of others or of the Symposium area.

## SELLING OF PRODUCTS AND SERVICES

The purpose of the Symposium is to further the education of meeting attendees through speakers, educational materials and demonstrations. Sales order taking are permitted provided all transactions are conducted in a manner consistent with the professional nature of the meeting and ONLY to be taken within the confines of the exhibit hall area. No signage or advertising of product pricing will be allowed. Products for sale must be the company's own, unaltered, marketed products and the products or services must be pertinent to the attendee's professional interest. ACTHIV reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Companies are responsible for complying with all business license, sales and tax requirements.

## REFUND FOR CANCELLATION

All cancellations by companies must be in writing and must be submitted to ACTHIV Management office by March 1, 2017. A \$3000.00 cancellation fee for each symposium is non-refundable regardless of date of notice of cancellation. Persons whose written cancellations are received by the ACTHIV Management office after March 1, 2017 shall forfeit all payments made and be obligated in full for the total Symposium package fee. If the conference is cancelled for any reason beyond the control of ACTHIV, ACTHIV will refund each companies payment on a prorated basis after all related symposium expenses incurred to that date have been met, thereby canceling the charge and lease of space. The Company agrees that this prorated refund shall release the Company from its obligations under its contract with ACTHIV and shall release the ACTHIV from any liability to the Company.

## SECURITY

General overall 24-hour access control will be provided by ACTHIV for the Symposium period including move-in and move out. However, ACTHIV is not responsible for the loss of any material by or for any cause, and urges the Company to exercise normal precautions to discourage pilferage.

