



AHNS 2017 Annual Meeting

Held during the Combined Otolaryngology Spring Meetings (COSM)

“Strengthening the AHNS through Diversification and Global Outreach”
April 26-27, 2017 • Manchester Grand Hyatt • San Diego, CA

OVERVIEW

The AHNS is the single largest organization in North America for the advancement of research and education in head and neck oncology. Our 2017 annual meeting will be held during the Combined Otolaryngology Spring Meetings (COSM). The theme of the meeting is “Strengthening the AHNS through Diversity and Global Outreach.”

A total of eight societies meet during COSM with the AHNS meeting taking place the first two days, Wednesday April 26 and Thursday April 27. We anticipate more than 400 attendees to the AHNS meeting alone.

On Tuesday, April 25 the AHNS will present several pre-meeting educational offerings including a Hands-on ultrasound course, a half day thyroid and parathyroid course for residents and fellows, and a hands-on TOS robotic course.

SATELLITE SYMPOSIA

This is a great opportunity to have an exclusive audience with AHNS attendees focused on education directly related to your goals.

A limited number of companies will have the opportunity to present an educational event of their choosing, which may include, for example, a panel discussion or an invited speaker. **Rooms for this event will be assigned on a first-come first-served basis, upon approval by AHNS.**

There will be two opportunities:

- An evening symposium on Tuesday, April 25 from 6:00 pm to 7:15 pm
- A morning symposium on Wednesday, April 26 from 6:15 am to 7:30 am

GUIDELINES

- Companies wishing to host a satellite symposium must complete an application form and provide a program outline.
- Any faculty honoraria will be determined and paid for by the individual supporting company.
- AHNS does not permit Key AHNS Leaders to participate in Satellite Symposia as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement.
- Provision of CME for satellite symposia is optional. The AHNS will not provide CME for these sessions; if a company determines they would like to provide CME, they must do so through a third party provider.
- Room set and AV set are included in the symposium fee. Details will be provided for both. AV set cannot be changed; however, additional services may be obtained through the AHNS AV provider. Any changes to the room set must be approved by the AHNS and may include additional charges.
- F & B is not included in the symposium fee. Companies may make arrangements for F & B through the contracted provider.

BENEFITS

- The symposia will be promoted in the Advance Program (if confirmed before January 25, 2017) and in the Final Program (if confirmed before February 25, 2017.)
- Symposia will be included on daily event signage on the day the symposium is being held.
- Symposia will be promoted on the meeting website.
- Complimentary one-time use of the pre and post meeting registration list (emails not included). The AHNS must review and approve all promotional pieces prior to distribution. The lists will be provided electronically in an Excel format.

FEES

The fee for hosting a Symposia is \$10,000 for room to accommodate up to 300 theater style.

SUPPORT OPPORTUNITIES

There are several opportunities for industry to gain visibility with this key audience through support of the meeting. For more information, please contact Colleen Elkins, Director of Development at **310-437-0559, ext. 114**, or via email: colleen@ahns.info.

INDUSTRY SUPPORTED SATELLITE SYMPOSIUM APPLICATION



Deadlines: Applications are due by February 3, 2017. Applications submitted after this date will be accepted as long as space is available. An email notification confirming receipt of your application will be sent within two business days. Acceptance letters will be emailed within 3 weeks of application receipt.

Cancellation: Companies which cancel symposiums before March 10, 2017 will be subject to a \$5000 cancellation fee. Companies which cancel after March 30, 2017 will not receive a refund.

COMPANY CONTACT INFORMATION

Company Name: _____
Contact Person: _____
Contact Email: _____ Contact Phone: _____
Address: _____ City/State/ZIP: _____

SYMPOSIUM DATE CHOICE

Please indicate the preferred date and time of your symposium.

Tuesday, April 25, 6:00 pm OR Wednesday, April 26, 6:15 am

CME INFORMATION

Is this a CME event? Yes No

CME Provider: _____ Number of CME Credits: _____

Third Party Company/Organizer (if applicable): _____ *(Designated by supporting organization)*

Mailing Address: _____ City/State/ZIP: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

SYMPOSIUM INFORMATION

Symposium Title/Topic: _____

Invited Speakers: _____

Program Outline (100 words or less): _____

PAYMENT INFORMATION

Payment by check can be made out to AHNS and mailed to the address below.

Please return this form to:

Colleen Elkins, AHNS • 11300 W. Olympic Blvd., Suite 600, Los Angeles, CA 90064

Phone: **310-437-0559, ext. 114** • Fax: **310-437-0585** • E-mail: **colleen@ahns.info**

EXHIBITS, MARKETING, FUNCTION SPACE REQUESTS

EXHIBITS—Contact Judy Hambrick, Exhibits Coordinator c/o American College of Surgeons 633 N. Saint Clair St.
Phone: **312-202-5034** • Fax: **312-267-1783** • E-mail: **jhambrick@facs.org**

Click on this link to access the exhibitor prospectus:

http://cosm.md/wp-content/uploads/2016/04/COSM_2017_Exhibitor_Prospectus.pdf

ADVERTISING & MARKETING OPPORTUNITIES—COSM is excited to, once again partner, with TriStar Publishing for our corporate support marketing and advertising opportunities. As a leader in the industry, TriStar representatives will work closely with you to provide marketing solutions to maximize your visibility during COSM 2017. For more information, contact Brennah Tate at **913-491-4200, ext. 482** or **btate@tristarpub.com**. Detailed information will be available on the COSM web site at **www.cosm.md** in January 2017.

FUNCTION SPACE—All requests for function space (including social functions, sales meetings, group meetings, etc) must be submitted using the electronic function space request form included in the online exhibitor service manual and submitted to the COSM office. Requests for function space cannot be made directly with Manchester Grand Hyatt or any other hotel used by COSM to house registrants. Exhibitors may not conduct, participate in, or sponsor any educational or marketing activities directed toward COSM participants during times that conflict with scientific sessions or educational activities of any COSM society. All requests for function space are subject to approval by the COSM Secretaries Liaison Committee. If you have any questions regarding the function space request form please contact Marisa Villalba at **312-202-5322** or **mvillalba@facs.org**.