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# Non-CE Symposia Guidelines

PENS 2023 National Conference – April 17-20 – St. Louis, Missouri

**MISSION**

The Pediatric Endocrinology Nursing Society (PENS) is committed to the development and advancement of nurses in the art and science of caring for children with endocrine disorders and diabetes.​

**PURPOSE**

The Pediatric Endocrinology Nursing Society is committed to the advancement of the art and science of pediatric endocrinology nursing. This includes the establishment and continued development of standards of practice, the enhancement of nursing research, the advancement of clinical expertise, and the promotion and recognition of excellence in nursing practice.

**VISION**

The Pediatric Endocrinology Nursing Society will be renowned for its commitment to education and research, thus empowering nurses worldwide to provide optimal care for children with endocrine disorders and diabetes.

**Please review the Frequently Asked Questions document for more details.**

**PENS uses the following process for Non-CE satellite symposia:**

1. The symposium provider or communications partner representative will provide the proposed satellite symposium information to the PENS Executive Office no later than **February 15, 2024** for consideration**.**
	1. Title and brief session description
	2. Tentative presenters for the symposium
	3. Objectives of the symposium
	4. Confirmation of funding
2. The PENS Conference Planning Committee will review and approve the program.
3. The symposium provider or communications partner representative is responsible for payment of honoraria and travel expenses directly to the speakers.
4. **The symposium provider or communications partner representative is responsible for all marketing costs and stand-alone brochures advertising the symposium.**
5. PENS will advertise the symposium on the association’s official web site, and on the conference “app”.
6. The symposium provider or communications partner representative will collect, collate, and print the symposium handouts, if any.
7. The PENS Executive Office will designate space for the symposium.
8. A PENS Executive Office staff person will be responsible for all aspects of the event and will coordinate all activities, including food and beverage needs and audio-visual equipment (in conjunction with PENS’ meeting manager), with the communications company representative.

PENS Contact Person:

Candice Miller

Associate Executive Director

(913) 222-8657

pens@kellencomapany.com

1. The PENS Executive Office manages registration for the symposium and provide a complete list of participants to the symposium provider or communications partner representative after the event. Please note that all conference attendees are eligible to attend this event, when registered for the PENS National Conference.
2. PENS staff will provide a one-time use attendee list to the symposium provider or communications partner representative for advertising its symposium. This list will be provided four weeks prior to the conference (this list will likely include approximately 75% of the total attendance as meeting registration will still be in progress). **Please note, this list only includes mailing addresses. No email addresses will be provided.**
3. All advertising for the symposium must be pre-approved in writing by the PENS Executive Office prior to printing. Please allow five business days for approval.
4. PENS Executive Office staff will provide the symposium provider or communications partner representative with participant evaluation responses for the symposium and will provide a full pre-registration and post-attendee registration list four weeks prior to and six weeks after the event respectively.
	1. Please note that PENS only evaluate the speakers and the objectives provided. If you need immediate feedback about other aspects of the event, you are welcome to do your own feedback form during the event.
5. An administrative fee will be assessed for the symposium. Each fee is inclusive of a meal, which the PENS Executive Office staff will coordinate, standard A/V equipment, and contact hour provider fees. The breakdown is as follows:

Non-CE Symposium - $25,000

1. Standard A/V includes:
* Screen (2)
* LCD projector (2)
* Multimedia Switcher (1)
* Laptop (1)
* Wireless cue system (1)
* Pipe & drape backdrop
* Speaker confidence monitor (1)
* Standard speaker set
* Computer audio (1)
* Floor microphone (1)
* Podium microphone
* Wireless lavaliere microphone (1)

ANY additional A/V requirements will be provided by PENS’ A/V representative at the cost of the symposium provider. Please let Christie Ross know if you need additional A/V equipment, and we will provide contact information to you.

**Information to be included in the proposal:**

1. Proposed speakers
2. A paragraph description (approximately 250 words) of the session that, when approved, can be used in the conference brochure
3. Name and contact information of the communications company handling the symposium and contact information of the provider
4. Additional needs – additional A/V equipment, separate room for slide review, etc.
5. Signed provider agreement

## **Advertising Regulations**

1. All advertising for the symposium must be approved by the PENS Executive Office prior to printing.
2. Advertising should state, “The symposium is supported through an unrestricted educational grant provided by (provider name)” in accordance with PENS policy.
3. PENS does not endorse satellite symposia and should not be indicated as endorsing the symposium in the advertising.
4. PENS does not allow “door drops” at its conferences, but will allow one marketing piece for each symposium in the conference tote bag, provided to all attendees. These must arrive at the hotel on **Friday, April 12, 2024.** Please send 300 copies of the marketing piece to St. Louis Union Station Hotel, Attn: PENS AM24 Apr 17-20/Candice Miller‎, 1820 Market Street‎, St. Louis, MO 63103, and email the tracking number, number of boxes and shipping method (FedEx, UPS, etc.) to Candice Miller at pens@kellencompany.com.

**Cancellation Policy**

Should the symposium provider be unable to provide the symposium as indicated on the provider agreement, the representative shall promptly notify ASPMN®. All sums paid by the symposium provider, less a service charge of 50 percent, will be refunded after the conference. No refund or cancellation will be accepted on or after **February 23, 2024**.

Should you have any questions regarding the satellite symposium, please contact Candice Miller at pens@kellencompany.com or (913) 222-8657.



**PENS Non-CE SYMPOSIUM PROVIDER AGREEMENT**

|  |  |
| --- | --- |
| Providing Organization: |  |
| Communications Company: |  |
| Symposium Contact: |  | Billing Contact: |  |
| Symposium Contact Phone: |  | Symposium Contact Email: |  |
| Billing Contact Phone: |  | Billing Contact Email: |  |

**Full Address** (include contact person and full mailing address – the invoice for the symposium sponsorship fee will be sent to this address):

Our organization requests to hold the following activity at the PENS 2023 National Conference:

**Level of Sponsorship: Preferred Date:**

 [ ]  Non-CE Symposium - $25,000 [ ]  Thursday, April 18

 [ ]  Friday, April 19

[ ]  Slide Review Room Needed – Date/Time:

Payment must be received in full prior to confirmation of space/date for your event. Please remit payment to PENS within 30 days of submission of this form. Check payment may be sent to:

PENS

P O Box 723248

Atlanta, GA 31139

**Payment Information:** [ ]  Check [ ]  American Express [ ]  Discover [ ]  MasterCard [ ]  Visa

Card Number: Exp/CVV:

Name on Card: Billing Address:

Cardholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and will adhere to the guidelines set forth in the Non-CE Symposium Guidelines provided to me with this agreement.

Signature of Authorized Contact Person Date

**Return this form via email to** **pens@kellencompany.com** **prior to February 15, 2024.**



**PENS Symposia Frequently Asked Questions**

1. **How does registration for our symposium work?**
2. Attendees do not register for the symposia in the typical manner that you may be accustomed to, so please note our process. PENS manage conference registrations for our attendees. The PENS staff tracks the registrations for each event. On-site registrations are accepted, and subsequently, more attendees may attend the symposia. It is not necessary for you to take registrations at the door as all conference attendees will have a name badge and permitted to attend. Average attendance is 200 conference attendees. Candice Miller can provide the registration count starting at six weeks prior and a list of conference attendees of attendees will be provided four weeks prior to the conference.

*IF there are federal regulations governing conduct related to your event* (you MUST have everyone sign in, etc.), please contact Candice Miller prior to confirming your funding of the event, and we will work with you to ensure that the information you need is collected ahead of time, if at all possible.

1. **How does the evaluation work?**

A. PENS conduct an electronic evaluation of each of our events, including the symposia. Our evaluation is posted on our website for attendees to complete. Attendees must complete the evaluation to receive continuing education credits for the entire conference. A separate certificate for each symposium attended is not given, and only the objectives and speakers are evaluated on PENS’ evaluation. If you wish to gain feedback on other aspects of the event, please feel free to provide your own feedback form to attendees.

Supporters that are interested in collecting a one-page evaluation from attendees on-site after their program may do so. It is the supporter’s responsibility to provide the materials and the opportunity for attendees to complete their symposium evaluation. Supporters that choose to do this should be mindful that time to complete the evaluation should be allocated within the time block given for their presentations as there is minimal time after the activity ends until the next activity begins. PENS will also share its evaluation responses pertaining to your symposium within six weeks following the conference.

**Q. Can we bring posters and signage to advertise our event?**

A. Yes. Please keep in mind that we may have more than one symposium being conducted at our conference. We may have three breakfast and three lunch presentations being offered, and they are all being held in the same room throughout the conference. If your company has a booth at our conference, the best place to put signage is in your booth prior to the event. On the day of the event (or the evening prior, if the event is a breakfast), we will allow posters and signage to be set up. These must be free standing or on easels and cannot be hung on walls, pillars or from the ceiling. If you have a lunch symposium, you may not put up your posters/signage until after the breakfast symposium has ended.

**Q. Will PENS do a “Door Drop” for us?**

A. A. PENS and the hotel do not allow typical door drops (items to be placed under hotel doors for the next day). However, we will be happy to put a “stuffer” into our tote bag which highlights your event. Most supporters provide postcards or flyers and have our staff stuff these items into our tote bags. There is no extra charge for this service. However, there are some stipulations:

1) Please print 300 of the items for distribution.

2) The information must be shipped directly to the hotel to arrive **on Friday, April 12, 2024** at the following location and address:

**St. Louis Union Station Hotel**

**Attn: PENS AM24 Apr 17-20/Candice Miller**

**1820 Market Street**

**St. Louis, MO 63103**

Please email Candice Miller at pens@kellencompany.com to let her know your materials have been shipped. Please include your tracking number(s), number of boxes and the method of shipment (Fed Ex, UPS, etc.).

It is important to label your box(es) with the following: “Symposia/Scheduled Date” for example: **Symposia/April 18, 2024.** Please note that it will be extremely helpful if you send the shipment tracking number of your box(es) of materials that we will be stuffing for you into the tote bags (via email) to Candice Miller at pens@kellencompany.com. We will begin stuffing tote bags on Monday, April 15. If we do not have your insert by Friday, April 12, it will not be stuffed into the tote bags. As also specified within the Symposium Guidelines, please remember we must approve all information to be provided to the attendees.

**Q. Can we mail a promo piece to the attendees?**

A. Yes, if you’d like! However, to ensure you have the most complete listing of attendees, please keep in mind that registration is open through early April. We will send you an Excel spreadsheet of our registered attendees’ mailing addresses approximately four weeks prior to the conference.Email addresses will not be provided.

About the marketing materials, most of our attendees attend symposiums. The educational program is designed to offer symposiums during mealtimes, this encourages great attendance at PENS’ offered symposia. Should you decide not sending a promo piece prior to the conference, don’t worry…you have provided the opportunity…and attendees will come.

**Q. Can you give us some information about the distribution of handouts?**

A. If you are providing hard-copy handouts, it is the providers responsibility to coordinate the printing, shipping, and distribution of all materials. All handouts should be placed on the chairs and not on the tables. In addition to these hard copy handouts, you are welcome to have your handouts posted to our website handout page. PENS does not print handouts for any conference sessions, they are posted in handout view for attendees to conveniently download and print prior to the sessions. Symposia handouts will be posted with your permission when you send your final presentations to be approved by our office.

**Q. We are having a meal event. When should we begin to order the food from the hotel?**

A. All symposia are meal events. To meet our contractual obligations with the hotel, and to ensure we don’t repeat the same meal for different events, our meeting manager, Jennifer Stone-Rogers, will order all meals for the conference.

**Q. We are planning on video/audio taping our symposium. When can we get in the room to set this up?**

A. Keep in mind that since all our symposia presentations are in the same room, this can require a short turn-around time. When your time slot is confirmed we will confirm your access time. In some cases, breakfast symposia may have the option of setting up the night before. In some instances, this means that breakdown and set-up must occur within a three-hour time span so please be sure your team are aware of this time crunch. If you have extensive sets and A/V needs please contact Candice Miller at pens@kellencompany.com, and she can put you in touch with our A/V contact.