

Corporate Supported Symposia Application and Guidelines

Corporate Supported Symposia are educational programs that are planned and conducted by the corporate community in conjunction with ObesityWeek® 2023.

These events provide additional educational and informational opportunities for attendees and are held in the convention center or connected hotel space that is easily accessed by all conference attendees, during times outside of the official scientific program.

Corporate symposia are listed on the interactive conference schedule where all conference attendees can easily find them.

Program content and attendee registration are the sole responsibility of the corporate sponsor.

CME and promotional aspects of ObesityWeek® will be separated geographically as required by ACCME.

The ACCME Standards for Integrity and Independence in Accredited Continuing Education apply. Click [here](#) to view the full ACCME Standards.

TOS cannot guarantee that similar topics will not be scheduled for other Corporate Supported Symposia. To ensure maximum potential attendance, **TOS reserves the right to offer alternative time slots for any topics where a conflict might occur with an activity being held by ObesityWeek®.**

Sessions may be scheduled during the following time slots:

Dallas KBH Convention Center Ballroom D (400 capacity)

Saturday, October 14	Late Afternoon*
Saturday, October 14	Evening**
Sunday, October 15	Morning
Sunday, October 15	Evening
Monday, October 16	Morning
Monday, October 16	Evening
Tuesday, October 17	Morning

Omni Trinity Ballroom (330 capacity)

Sunday, October 15	Evening
Monday, October 16	Morning
Monday, October 16	Evening
Tuesday, October 17	Morning

* Before opening general session

** After opening general session, will overlap Welcome Reception in exhibit hall if scheduled to start before 8:30 pm.

Space is limited. Reserve Now. Time slots will be assigned first to Platinum Sponsors, then on a first come, first served basis.

Symposium Application Fee: \$50,000 (includes basic A/V)

This fee includes the following:

- Room rental (includes foyer)
- Crescent round room setup (may not be changed - diagrams on pages 7 and 8)
- Basic A/V Setup as follows:
 - Dual rear screen projection with black masking drape, 16:9 ratio, size: 12'x21'4"
 - Riser with head table for (4) and standing lectern
 - Stage lighting package (ground supported)
 - (8) decorative PAR uplights
 - Laptop
 - (1) lectern microphone
 - (2) floor microphones
 - (3) Lavalier/cordless microphones
 - Audio system
 - Switcher, splitter (DA), and wiring
 - Confidence monitor
 - Electricity
 - Setup and tear down labor
 - Labor to run the A/V during the session
 - One hour tech rehearsal, exact time subject to availability
- Two complimentary email blasts to pre-registered attendee list through a bonded mail house. TOS must review and approve all pieces prior to sending. To comply with GDPR and other privacy rules, international attendees and those who opted-out will be removed from the list.
- Dedicated event web page for the supported symposium on the ObesityWeek® website, complete with the option to include an event registration link, photos, bios, and description.
- Corporate Supported Symposia will be listed on the ObesityWeek® website, in promotional materials, in the mobile app, and onsite at the meeting.
- AV upgrades (such as video crew), stage decor, internet for streaming, attendee WiFi, signage, and food & beverage options can be ordered and paid for directly through facility or through ObesityWeek®.

Corporate Supported Symposia applications are due by August 25 and must include program title, description, agenda, and speakers. Additionally, a letter of agreement from supporting or sponsoring pharmaceutical, device, or provider organization must be submitted. **Incomplete applications will be returned and not considered.**

Guidelines

Application Organizations wishing to conduct a corporate supported symposium must complete the application form and include a complete program description and agenda for review and approval. Only applications completed in full will be considered.

Review of applications Applications will be reviewed and approved on a first-come, first-served basis. A letter of agreement from a pharmaceutical, device or medical education provider organization must accompany the submitted application. Applications without the authorization letter will not be reviewed.

Deadlines Applications, authorization letters and required documentation must be received by **August 25, 2023**.

Eligibility Sponsoring organizations are not required to exhibit at ObesityWeek® 2023 in order to hold a Corporate Supported Symposium.

Notification Organizations will be notified as soon as possible, but no later than **September 8, 2023**, regarding acceptance and placement of their Corporate Supported Symposium.

Endorsements TOS does not endorse or co-sponsor Corporate Supported Symposia.

Continuing education credits TOS does not provide continuing education credits for corporate symposia. If ACE/CME, CPE, or CEU credit is to be offered, the accredited provider must be listed on the application form.

Logistics Symposia organizers are responsible for all speaker invitations and fees, logistical arrangements, financing, continuing education credits, promotion other than those mentioned above or following, and all other aspects of the symposium.

Rules and policies for video Audio or videotaping or streaming of your session **is** permitted (**not** required). All associated expenses are the responsibility of your company. ObesityWeek® will supply contact information for official AV vendor (Freeman AV) and/or internet provider. Planning companies will be responsible for providing certificates of insurance for any outside vendors per specifications of the facility.

Hotel reservations for sponsors Corporate Supported Symposia speakers and staff are responsible for booking their own hotel rooms for use during ObesityWeek®. Rooms may be booked either through the ObesityWeek® registration and housing site or separately.

Use of the ObesityWeek® or TOS name TOS must review and approve all promotional and program materials if the event name or the society's name is to be used. All uses of the event and societies' names must be approved prior to dissemination.

THE USE OF THE TOS LOGO IS NOT PERMITTED ON YOUR PROGRAM MATERIALS. You may use the ObesityWeek® 2023 logo, which will be provided upon acceptance of symposium. One of the following phrases must accompany any use of ObesityWeek® 2023 logo:
"While attending ObesityWeek® 2023" OR
"Being held in conjunction with ObesityWeek® 2023"

Applications must be completed in their entirety upon submission. Complete applications must include the following:

- o Program title
- o Program description
- o Proposed speakers
- o Program agenda
- o Letter of agreement from the supporting/ sponsoring pharmaceutical, device or provider organization must accompany submitted applications.

Incomplete applications will not be considered.

Applications are due by August 25, 2023. TOS will continue to accept applications submitted after this date as long as space remains available. You will receive email notification confirming receipt of your application within five business days.

Acceptance letters will be emailed by September 8, 2023.

Symposium Application Fee: \$50,000 This fee includes ballroom rental, crescent round setup, basic AV package, (2) email blasts through third-party provider, dedicated event web page, pre-show and on-site promotion through ObesityWeek® website and mobile app.

Program participants will be responsible for additional charges to include food and beverage, internet, extra AV, hotel and travel costs for speakers, additional promotion, lead retrieval, registration, signage, and all other aspects of the symposium. For convenience, many add-ons may be ordered through TOS. Details with acceptance.

**Don't miss
this opportunity to
connect with the
leaders in the
field of obesity:
from world-
renowned
speakers,
researchers and
clinicians
to advocates,
policymakers
and educators.**

Name of Company Supporting Program

Primary Contact Name

Address

City/State/Zip

Phone

Fax

Email

Name of Company Planning Program

(A primary contact must be listed. This person will be main point of contact for all aspects of the program.)

Primary Contact Name

Address

City/State/Zip

Phone

Fax

Email

Program Information**

Program Title

Proposed Speakers

Program Description (Must be 100 words or less)

Anticipated Attendance

Food
Served

Alcohol
Served

Video
Crew
Needed

Streaming
Internet
Needed

Attendee
WiFi
Needed

**If there are any changes in the title, description, or speakers, please notify Stephanie Garcia by email at sgarcia@obesity.org. Deadlines will be provided. Changes received after deadlines will NOT be included on ObesityWeek® website and app.

Obesity
professionals
from around the
world gather at
ObesityWeek® to
discuss and
disseminate
state-of-the-art
information on
obesity research
and clinical care.

CME/CPE/CEU (OPTIONAL)

Accredited Provider

The following is required for all CME/CPE/CEU programs:

Name of Company Accrediting Program

(A primary contact must be listed. This person will be main point of contact for CE aspects of the program.)

Primary Contact Name

Address

City/State/Zip

Phone

Fax

Email

Education Information

Summary of Needs Assessment with References and Desired Result

Learning Objectives

Evaluation Process (Please provide a description of the evaluation process and expected outcomes as related to the needs assessment.

Accreditation Statement

Disclosure Statement

ObesityWeek®

provides essential
educational and
networking
opportunities and
forums for
increasing
knowledge,
stimulating
research, and
promoting better
treatment for
those affected by
this disease.

Date/Times Preference

Times are contingent upon the finalization of our educational program. Due to limited space availability, TOS cannot guarantee that similar topics will not be scheduled simultaneously. TOS reserves the right to offer a different time slot than requested if there is a conflicting activity being held by ObesityWeek®. This will ensure maximum potential attendance.

Please rank the following time slots in order of preference:

Dallas KBH Convention Center Ballroom D (400 capacity)

Omni Hotel Trinity Ballroom (330 capacity)

_____ Saturday, October 14; 1:30 - 4:45 PM*

_____ Sunday, October 15; 6:30 PM onward

_____ Saturday, October 14; 7:00 PM onward**

_____ Monday, October 16; 6:00 - 9:30 AM***

_____ Sunday, October 15; 6:00 - 9:30 AM***

_____ Monday, October 16 6:30 PM onward

_____ Sunday, October 15 6:30 PM onward

_____ Tuesday, October 17; 6:00 - 9:30 AM***

_____ Monday, October 16; 6:00 - 9:30 AM***

_____ Monday, October 16; 6:30 PM onward

_____ Tuesday, October 17; 6:00 - 9:30 AM***

* This session will occur before the opening general session.

** This session will run concurrently with the Welcome Reception in the Exhibit Hall (if scheduled to start before 8:30 pm.)

*** Morning/breakfast sessions are permitted to overlap with the first concurrent session of the day (8:00 am-9:30 am.)

Check the program schedule on the ObesityWeek® website for times that conflict with or are adjacent to existing programs.

Room assignment for symposia is the sole responsibility of ObesityWeek®. Planning organizations may not negotiate room space with hotels or the convention center. All space assignments are final. ObesityWeek® reserves the right to change meeting-space assignments based on final numbers for the group.

Logistical Arrangements All food and beverage, hotel reservations, speaker ready rooms, and logistical arrangements are the responsibility of the symposia supporter/sponsor. Upon acceptance of the symposium, ObesityWeek® will provide the facility contact information to the symposium supporter/sponsor's primary contact. ObesityWeek® assumes no responsibility for any of the following: hotel reservations, additional room rental, food and beverage charges, audiovisual equipment fees, service charges associated with symposia room or equipment, speaker charges or arrangements, or credit designation or certification.

Invoice Information

Please complete the following information regarding invoicing. ObesityWeek® will send the invoice to:

Contact Name _____

Name of Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Invoices will be mailed once programs are approved and no later than **September 8, 2023**. Organizations that cancel confirmed programs after **September 8, 2023**, are subject to a \$10,000 cancellation fee.

Submit application to:

An invoice will be sent with a payment link for payment by ACH or Credit Card.

Prefer to pay by check? Please use this address:

Stephanie Garcia
sgarcia@obesity.org

Obesity Week, LLC
Attn: CSS
9211 Corporate Boulevard, Suite 300
Rockville, MD 20850

Questions?

Contact
Stephanie Garcia
240.485.1954

sgarcia@obesity.org

**Application
Instructions**
ensure your
application is
complete upon
submission.
Incomplete
applications will
be returned and
not considered.

Submission Checklist

Corporate Supported Symposia applications are due by August 25. Applications are reviewed and approved on a first come, first served basis. Platinum Sponsors of ObesityWeek® 2023 will have first choice of schedule times.

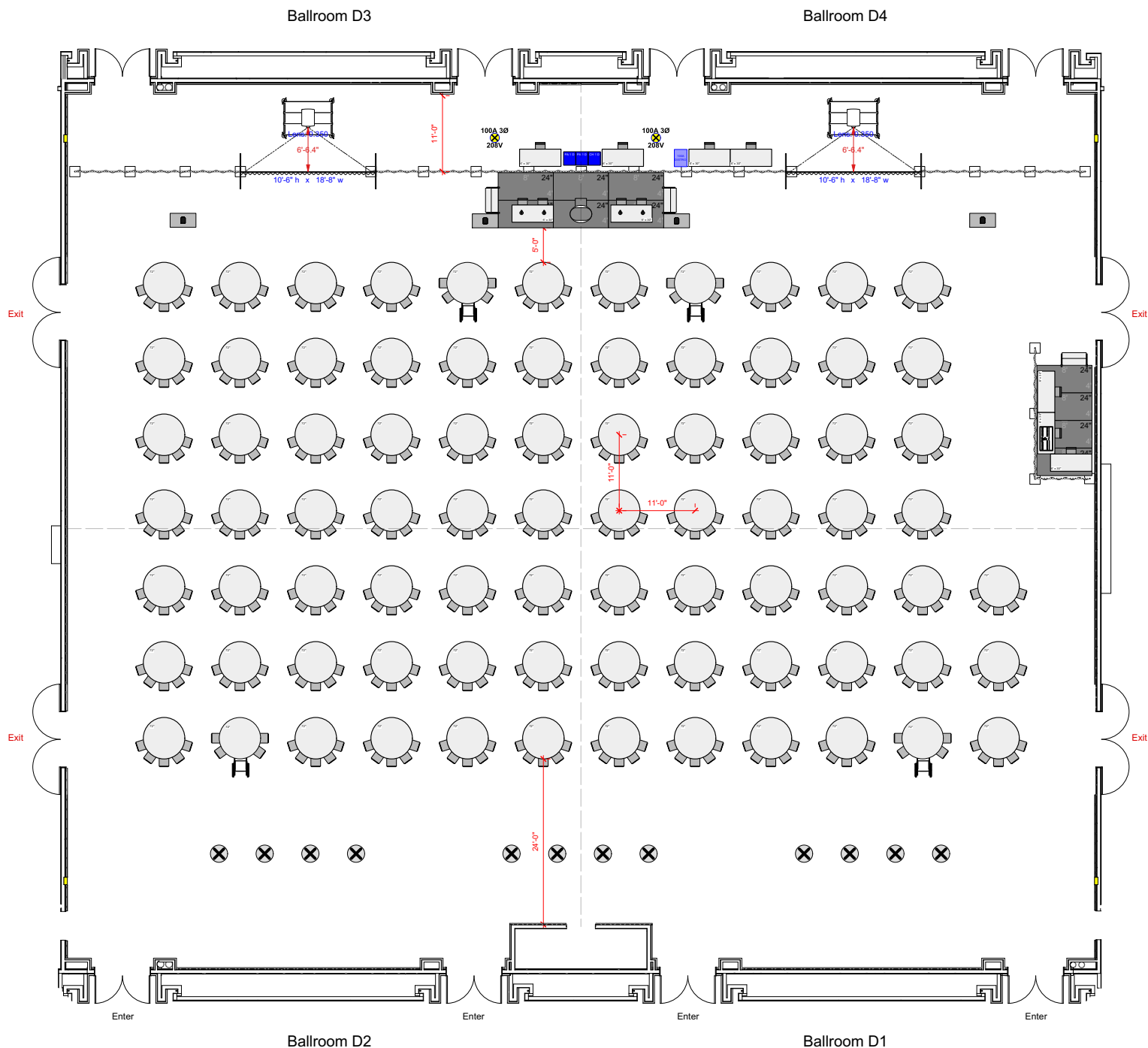
Your completed application requires the following:

- ☐ Completed Program Information Form (page 3)
- ☐ Copy of your program agenda
- ☐ Completed Accredited Provider Form (OPTIONAL - page 4)
- ☐ Completed Schedule Preference Form (page 5)
- ☐ Letter of agreement from the supporting/sponsoring pharmaceutical, device or provider organization

Failure to provide a completed application will result in the application being returned, and no space will be reserved.

TOS will confirm receipt of your completed application via email to the Primary Contact designated on the Program Information Form. A Letter of Agreement for your participation and an invoice will be emailed along with a link for online payment as soon as possible, but no later than September 8, 2023.

Payment must be received in full by October 9, 2023. Cancellations made after September 8, 2023, are subject to a \$10,000 cancellation fee.



EVENT



VENUE

**Key Bailey Hutchison
Convention Center**
650 S Griffin St
Dallas TX 75202

ROOM DETAIL

Room: Ballroom D (5)

Ceiling Height: 20'

Session:

Seating:

396 Crescent (80 @ 60")
4 Wheelchair

400 Total

DRAWING DETAIL

Version: 9 **Scale:** As Noted

File Started: 15 Aug 2022

Drawn By: A Clar

Revision Date: 10 Jan 2023

Revised By: A Clar

Event Dates: 14-17 Oct 2023

CSM: Barbara Glaser Fryer

Filename:

Obesity Week 2023 v9.0ac.vmx

Freeman

3801 Adler Drive, Suite 150
Dallas | TX | 75211
214.623.1300

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**ALL FLOORPLANS ARE SUBJECT TO FINAL
APPROVAL BY THE LOCAL FIRE MARSHALL
AND/OR OTHER REQUIRED OFFICIALS**

EVENT



VENUE

Omni Dallas
555 S Lamar St
Dallas TX 75202

ROOM DETAIL

Room: Trinity (3)

Ceiling Height: 28'

Session:

Seating:

326 Crescent (66 @ 72")
4 Wheelchair

330 Total

DRAWING DETAIL

Version: 9 **Scale:** As Noted

File Started: 15 Aug 2022

Drawn By: A Clar

Revision Date: 10 Jan 2023

Revised By: A Clar

Event Dates: 14-17 Oct 2023

CSM: Barbara Glaser Fryer

Filename:

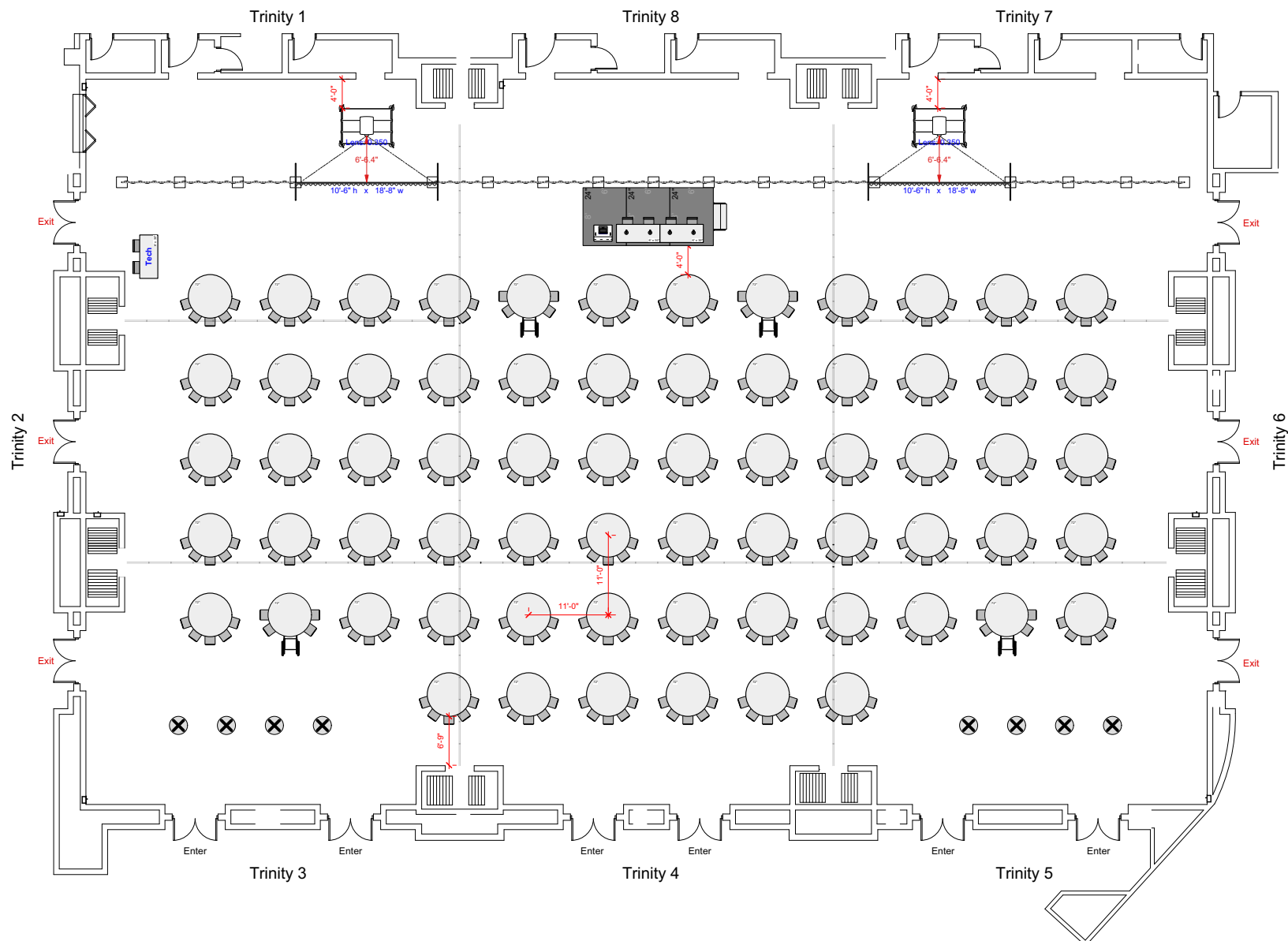
Obesity Week 2023 v9.0ac.vwx

Freeman

3801 Adler Drive, Suite 150
Dallas | TX | 75211
214.623.1300

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Billing

You are welcome to arrange direct billing with vendors. If you need to consolidate billing through ObesityWeek®, prepayment will be required. Contact Stephanie Garcia sgarcia@obesity.org to discuss.

AV

Basic AV is provided as part of your package. Additional AV can be ordered directly through Barbara Glaser Fryer at Barbara.GlaserFryer@freemanco.com. Please discuss outside tech companies (audience response, streaming, production companies) with Stephanie Garcia sgarcia@obesity.org.

Food and Beverage

Omni: Click for menus. Contact: Jillian Alsnauer Jillian.Alsnauer@omnihotels.com Tel: (214) 979-2516

Convention Center: Click for menus. Contact: Amanda Potter Amanda.Potter@centerplate.com
Tel: (214) 743-2404

++ Rates: There is a 25% service charge at Omni and 22% at convention center. Service charges are taxable. 8.25% sales tax added to all food & beverage sales.

Registration / Scanner

ObesityWeek does not run registration for CSS. If you would like attendees to pre-register (for food guarantees, for example), you must provide a link to register as part of your published description. If you would like to rent a badge scanner to use at the door, you can do so through registration. Contact Peter Dipalma pdipalma@showcare.com

Internet

Convention Center: Basic WiFi is free in meeting rooms in the convention center. Speed cannot be guaranteed. High speed and wired internet must be ordered through Smart City, Nycole Smith NSmith@SmartCity.com (214) 853-8115

Omni: All internet must be purchased in the Omni. Emily Pollastro emily.pollastro@pinnaclelive.com
Tel: (469) 780-2960.

Room Set

Crescent Round room setups may not be altered. Seats may not be removed. See diagrams on pages 7 and 8.

Stage Set

The number and placement of riser sections may not be changed. What's on the stage may be. If you require furnishings not part of the normal facility inventory, you can rent from GES. Contact: Melanie Schupp mschupp@ges.com.

Shipping and Storage

Receipt of shipping incurs fees, whether shipped to GES (for convention center) or directly to a hotel. Limited onsite storage can be provided by ObesityWeek®. Please contact Stephanie Garcia sgarcia@obesity.org to discuss.

Signs

You may place signs of any type anywhere in the ballroom or adjacent foyer, after proceeding CSS program has concluded. Directional signs may be placed at the entrance to the escalator for Ballroom D, or at the skywalk/elevators for Trinity Ballroom. Easels are provided. You may order signs from any supplier. For ease of delivery, order from the show decorator GES. Contact: Melanie Schupp mschupp@ges.com. Stephanie Garcia sgarcia@obesity.org can provide dimensions for podium signs and costs/details for hanging signs/