

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®.

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:

Grand Hyatt – Lone Star Ballroom

Monday, November 4	6:30-9:30am
Monday, November 4	11:30am-1:30pm
Monday, November 4	6:30pm onward
Tuesday, November 5	6:30-9:30am
Tuesday, November 5	11:30am-1:30pm
Tuesday, November 5	6:30pm onward
Wednesday, November 6	6:30-9:30am

Space is limited. Reserve Now. Time slots will be assigned on a first come, first served basis. CSS fees must be paid in full prior to space assignment or advertising of the event.

Symposium Fee: \$50,000

This fee includes the following:

- Room rental (includes foyer)
- Crescent round room setup
- Basic A/V Setup as follows:
 - Rear screen projection with black masking drape, 16:9 ratio
 - Riser with head table for (4) and standing lectern
 - Stage lighting package (ground supported)
 - Laptop
 - lectern microphone
 - floor microphones
 - 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 décor, internet for streaming, attendee WiFi, signage, and food & Beverage options can be ordered and paid for directly through facility.

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 corporation or medical education provider organization must accompany the submitted application. **Incomplete applications will not be reviewed.**

Deadlines Applications, authorization letters and required documentation must be received by **August 5, 2024.**

Eligibility Sponsoring organizations are not required to exhibit at ObesityWeek® 2024 in order to hold a Corporate Supported Symposium.

Notification Organizations will be notified in writing within (5) business days after receipt of completed application and complete documentation regarding acceptance 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, MOC, CPE, or CEU credit is to be offered, accredited provider must be listed on 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. Rooms may be booked through the ObesityWeek® registration and housing site.

Use of the ObesityWeek® or The Obesity Society (TOS) name TOS must review and approve all promotional and program materials if the event name or the society's name is used. All uses of the event and society's 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® 2024 logo, which will be provided upon acceptance of symposium. One of the following phrases must accompany any use of ObesityWeek® logo:

"While attending ObesityWeek® 2024" OR
"Being held in conjunction with ObesityWeek® 2024"

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

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

Incomplete applications will not be considered.

Applications are due by August 5, 2024. 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.

Payments: Payment is due in full within 30 days of receipt of invoice. Time slot will not be reserved until full fee is received by ObesityWeek®.

Cancellation: Cancellation requests must be made via email to sgarcia@obesity.org. Prior to August 5, 2024, organizations will receive a refund of 50% of paid Corporate Supported Symposia fees. After August 4, 2024, no refunds will be made.

Symposium 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 including 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.

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 the main person of contact for all aspects of the program.)

Primary Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Program Information

Program Title: _____

Proposed Speakers: _____

Description (exactly what you want listed on the ObesityWeek® website/app)

Anticipated Attendance: _____

Registration Link: _____

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 Accredited Program

(A primary contact must be listed. This person will be the main person of contact for all 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® to ensure maximum potential attendance.

Time slots will be assigned on a first come, first-served basis, upon receipt of full payment. No time slot will be held or reserved without full payment.

Please rank the following time slots in order of preference.

Grand Hyatt – Lone Star Ballroom

_____ Monday, November 4	Early morning/Breakfast 6:30-9:30am*
_____ Monday, November 4	Lunch 11:30am-1:30pm (Lunch is NOT served in exhibit hall this year)
_____ Monday, November 4	Afternoon/Evening 6:30pm onward (Presidents Reception 6:30-8:30 pm)
_____ Tuesday, November 5	Early morning/Breakfast 6:30-9:30am*
_____ Tuesday, November 5	Lunch 11:30am-1:30pm (Lunch is NOT served in exhibit hall this year)
_____ Tuesday, November 5	Afternoon/Evening 6:30pm onward (Closing Reception 6:30-8:30 pm)
_____ Wednesday, November 6	Early morning/Breakfast 6:30-9:30am*

* Morning sessions are permitted to overlap with the first concurrent session of the day (8:00 – 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 provide invoice instructions:

Contact Name: _____

Name of Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

PO# or requisition: _____

Invoice will be emailed once program is approved, along with instructions for online payment and physical address. Payment is due in full within 30 days of receipt of invoice. Time slot will not be reserved until full fee is received by ObesityWeek®.

Cancellation and Refund: Prior to August 5, 2024, organizations who cancel their Corporate Supported Symposia will receive a refund of 50% of paid Corporate Supported Symposia fees. After August 4, 2024, no refunds will be made.

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

Applications are reviewed and approved on a first come, first served basis. Session times will be reserved and confirmed upon receipt of full payment. Prior to August 5, 2024, organizations who cancel their Corporate Supported Symposia will receive a refund of 50% of paid Corporate Supported Symposia fees. After August 4, 2024, no refunds will be made.

Completed applications must include the following. Incomplete applications will not be considered.

- Program Information Form (page 3)
- Copy of 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

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. Your session date and time will be assigned on first come, first served basis upon receipt of your full payment for your session.

Payments must be received by October 7, 2024, and deadlines apply for mobile app and conference program.

Questions?

Contact

Stephanie Garcia
240-485-1954

sgarcia@obesity.org

Billing

You are encouraged to arrange direct billing with hotel and 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 Freeman AV rep Barbara Glaser Fryer at Barbara.GlaserFryer@freemanco.com. Please discuss outside tech companies (audience response, streaming, production companies) with Stephanie Garcia sgarcia@obesity.org. Every outside exhibit, drayage, AV, production or vendor entering the Grand Hyatt San Antonio must have a minimum \$5,000 deposit with Hotel to cover any damages that may occur. Any services or fees will be deducted from this amount and the balance refunded. This deposit is due at least 10 days prior to arrival and may be paid via wire transfer or credit card.

Only approved poly-ethanol, non-residue tape, sometimes referred to as mic tape will be used to secure items to the carpet. (List of some of unapproved tapes: Duct tape, Gaffers tape, double back tape, electrician tape, scotch tape, speed tape, floor marking, gorilla tape, filament, masking tape, etc) ONLY APPROVED TAPE can be used. This tape can be purchased through the company listed below:

Supply Innovations

107A Shooting Club Road

Boerne, TX 78006

(210) 225-3194

Susannah Herman

susannah@supplyinnovationsllc.com

Reference Item Number: Ren 135 – 3Blk

Outside companies must provide a certificate proving insurance coverage of at least \$2,000,000. Grand Hyatt San Antonio is to be named as an additional insured with the following wording: "Hyatt Corporation, as agent of CFC-SA, LLC are named as additional insureds under the above policies; such insurance shall be primary and not contributory with Hyatt's insurance." The certificate must provide coverage for all risks including Workmen's Compensation. In addition, under "Certificate Holder," it should state:

Grand Hyatt San Antonio

Attn: Director of Engineering

600 East Market Street

San Antonio, TX 78205

Food and Beverage

Menus can be viewed at <https://satgh.hyattmenusandexperiences.com/>. Please contact Amy Damico amy.damico@hyatt.com to set up direct billing and place orders.

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 at pdipalma@showcare.com.

Internet

WiFi is not provided in meeting rooms at The Grand Hyatt. Internet must be ordered through Encore at (210) 451-6185 or Sky Ferguson sky.ferguson@encoreglobal.com.

Room Set

Crescent Round room setups may not be altered. Seats may not be removed. Room diagrams and information about stage set will be available.

Stage Set

The number and placement of riser sections are set and cannot be altered. You may make changes to furniture on the stage. 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. Any shipments received at the hotel are managed through the on-property FedEx office and will be charged receiving/delivery fees by FedEx.

Signs

You may place signs of any type anywhere in the ballroom or adjacent foyer, after proceeding CSS program has concluded. 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 or banners. Pharmaceutical/medical device logos are **not** permitted on directional signs that are placed within the convention center (text names only).