

**NEW for 2025! Corporate Supported Workshops (CSWs)** are small-format educational activities planned and conducted by TOS partner organizations in conjunction with ObesityWeek® 2025. **CSWs are designed for a maximum attendance of 50 people** and provide the same benefits as a Corporate Supported Symposium, just on a smaller scale.

Based on partners' needs, TOS is adding CSWs to provide additional educational and informational opportunities for attendees. These smaller-group activities will be held in the Georgia World Congress Center (GWCC) space that is easily accessed by all conference attendees, during times outside of the official scientific program.

Corporate workshops will be promoted 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 physically 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 reserves the right to offer alternative time slots for any topics where a conflict might occur with an activity being held by ObesityWeek®.**

Sessions will be scheduled during the following time slots:

Tuesday, November 4 11:30am-1:30pm  
(prior to first concurrents and Presidential Plenary)

Wednesday, November 5 6:30-9:30am  
(overlaps with 8-9:30am concurrents)

Wednesday, November 5 11:30am-1:30pm

Wednesday, November 5 6:30 pm onward

Thursday, November 6 6:30-9:30am  
(overlaps with 8-9:30am concurrents)

Thursday, November 6 11:30am-1:30pm

**Space is limited. Reserve Now.** Time slots will be assigned on a first come, first served basis.

**Workshop fees must be paid in full prior to space confirmation or advertising of the event.**

**\*NOTE: For education events larger than 50 attendees, please use the Corporate Supported Symposium application.**

### Workshop Fee: \$20,000

This fee includes the following:

- Room rental
- Crescent round room setup for 50
- Basic A/V Setup as follows:
  - LCD 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
  - Standard speed Wi-Fi
  - 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 workshop on the ObesityWeek® digital program website, complete with the option to include an event registration link, photos, bios, and description.
- CSWs will be listed on the ObesityWeek® website, in promotional materials, in the mobile app, and onsite at the meeting.
- All upgrades above standard package will be at the sole expense of sponsoring organization.
- Upgrades such as video crew, stage décor, internet for streaming, high-speed Wi-Fi/wired internet, signage, and Food & Beverage options can be ordered and paid for directly through facility. Contact information will be provided with confirmation letter.

## Guidelines

**Application:** Organizations wishing to conduct a CSW 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.**

**Eligibility:** Sponsoring organizations are not required to exhibit at ObesityWeek® 2025 in order to hold a CSW.

**Notification:** Organizations will be notified in writing within (5) business days after receipt of the completed application and complete documentation regarding acceptance of their CSW. Time, date, and space assignment will not be confirmed until payment has been received.

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

**Logistics:** Workshop 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 workshop.

**Rules and policies for video:** Audio or videotaping or streaming of your session **is permitted** but **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:** CSW 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® 2025 logo, which will be provided upon acceptance of the workshop. One of the following phrases must accompany any use of ObesityWeek® logo:

"While attending ObesityWeek® 2025" or  
"Being held in conjunction with ObesityWeek® 2025"

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.**

**Deadline:** TOS will continue to accept applications 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 confirmed until full fee is received by ObesityWeek®.

**Cancellation:** Cancellation requests must be made via email to [sgarcia@obesity.org](mailto:sgarcia@obesity.org). Organizations who cancel by August 5, 2025, will receive a refund of 50% of paid CSW fees. After August 5, 2025, no refunds will be made.

### Additional Fees:

Program participants will be responsible for additional charges including food and beverage, high-speed internet, extra AV, hotel and travel costs for speakers, additional promotion, lead retrieval, registration, signage, and all other aspects of the workshop.

**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 Corporate Supporter:** \_\_\_\_\_

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](mailto: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.

### GWCC Meeting Room – Holds Maximum of 50

<input type="checkbox"/> Tuesday, November 4	Lunch 11:30am-1:30pm, prior to Presidential Plenary
<input type="checkbox"/> Wednesday, November 5	Early morning/Breakfast 6:30-9:30am*
<input type="checkbox"/> Wednesday, November 5	Lunch 11:30am-1:30pm (Lunch is NOT served in exhibit hall this year)
<input type="checkbox"/> Wednesday, November 5	Afternoon/Evening 6:30pm onward (Presidents Reception 6:30-8:30 pm)
<input type="checkbox"/> Thursday, November 6	Early morning/Breakfast 6:30-9:30am*
<input type="checkbox"/> Thursday, November 6	Lunch 11:30am-1:30pm (Lunch is NOT served in exhibit hall this year)

\* 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 workshop 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 workshop supporter/sponsor. Upon acceptance of the workshop, ObesityWeek® will provide the facility contact information to the workshop 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 workshop 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:** Organizations who cancel their CSW by August 5, 2025, will receive a refund of 50% of paid CSW fees. After August 5, 2025, no refunds will be made.

## Questions?

Contact  
**Stephanie Garcia**  
240-485-1954  
[sgarcia@obesity.org](mailto: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. Organizations who cancel their Corporate Supported Workshop by August 5, 2025, will receive a refund of 50% of paid Corporate Supported Workshop fees. After August 5, 2025, 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 a first-come, first-served basis upon receipt of your full payment for your session.

Payments must be received within 30 days of invoice and no later than October 7, 2025. Deadlines apply for mobile app and conference program submissions.

## Questions?

Contact

Stephanie Garcia

240-485-1954

[sgarcia@obesity.org](mailto: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](mailto: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](mailto:Barbara.GlaserFryer@freemanco.com). Please discuss outside tech companies (audience response, streaming, production companies) with Stephanie Garcia [sgarcia@obesity.org](mailto:sgarcia@obesity.org).

## Floor Protection

The following tape types are permitted on the Terrazzo surface: 47TT Tunnel Tape 7 mil polyethylene tape, Scapa 125 vinyl coated clothe tape, Polyflex 136 single coated polyethylene tape. The following tape types are permitted on carpeted surfaces: BRON BT279, BRON BT698, and HBM Supply 1464.

## Insurance Requirements

Outside companies must provide Georgia World Congress Center Authority a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds "The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority, and their respective officers and employees." The limit of such insurance shall be not less than \$1,000,000 per person, \$3,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to Authority. The certificate of such insurance shall be delivered to Authority no later than forty-five (45) days prior to the license period. If Customer fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to Authority, after oral or written notice to Customer, Authority may, but shall not be required to, purchase such insurance on behalf of Customer. In that event, Customer shall reimburse Authority for all costs of such insurance.

## Food and Beverage

[Click for menus.](#) Please contact Ofenel Lafrance [OLafrance@gwcc.com](mailto:OLafrance@gwcc.com) 404-223-8017 to set up direct billing and place orders.

## Registration / Scanner

ObesityWeek® does not run registration for CSWs. 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](mailto:pdipalma@showcare.com).

## Internet

Standard Wi-Fi is provided in meeting rooms at Georgia World Congress Center (see conference app for sign in instructions). High-Speed Internet is the responsibility of planner or supporter and should be ordered through CCLD Networks (Jason Harris [Jason.harris@cclld.net](mailto:Jason.harris@cclld.net) 404-222-5544).

## Room Set

**Crescent Round room setups may not be altered.** Seats may not be removed. Room diagrams and information about stage set will be provided with confirmation package.

## 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 AEX, our show contractor. Contact: Chris Revelle, [chris@aexservices.com](mailto:chris@aexservices.com) or 864-444-7171.

## Shipping and Storage

Receipt of shipping incurs fees, whether shipped to AEX (for convention center) or directly to a hotel. Limited onsite storage can be provided by ObesityWeek®. Please contact Stephanie Garcia [sgarcia@obesity.org](mailto:sgarcia@obesity.org) to discuss. Any shipments received at a hotel are managed through the property and will be subject to receiving/delivery fees.

## Signs

You may place signs of any type anywhere in event room or adjacent foyer, after the proceeding CSW program has concluded. Easels are provided. You may order signs from any supplier. For ease of delivery, order from the show decorator AEX. Contact: Chris Revelle, [chris@aexservices.com](mailto:chris@aexservices.com) or 864-444-7171.

Stephanie Garcia [sgarcia@obesity.org](mailto: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).