

2008 Joint RSA/ISBRA Scientific Conference CORPORATE-SATELLITE FORM

NOTE: Satellites will be scheduled on the day before the Official Start of the RSA/ISBRA meeting (Saturday, JUNE 28). All proposals will be reviewed by the Program Committee for acceptance. The number of Satellites will also be limited by space availability.

DEADLINE: DECEMBER 7, 2007

CORPORATE SPONSORSHIP: For-profit Corporations (or foundations of for-profit corporations and CME Contractors) will not be permitted to sponsor symposia, workshops or roundtables during the official scientific program. However, corporate-sponsored or CME-based satellites may be permitted outside of the official scientific program after review and approval by the RSA Executive Committee.

For-profit corporations wishing to distribute informational materials may rent exhibit space from RSA/ISBRA at the annual meeting or purchase advertising space in Alcoholism: Clinical & Experimental Research. They are also encouraged to make unrestricted educational grants or donations to the society. Information regarding donations may be obtained from Debra Sharp, RSA Administrative Director, debbyrsa@sbcglobal.net.

The RSA does not allow for profit companies or their contractors, who may or may not be renting space, providing unrestricted grants or donations, or supporting member travel or satellite symposia, to advertise, or in any fashion sell, detail, or otherwise promote their specific products to Society Members and others attending the meeting except in the proximity of their RSA sanctioned promotional booths. However, advertising for satellites will be allowed with specific RSA approval.

Is this proposal sponsored by a for-profit corporation/foundation? If no, please go to the Non-Profit/Member Satellite Meeting form.

COSTS: RSA/ISBRA **does not** provide funds for corporate satellites. The Corporate Satellite organizer will be responsible for all audio/visual expenses, catering expenses and a \$15,000 room charge (payment due upon acceptance). Credit card guarantee required – see below.

AUDIO/VISUAL: Corporate Satellite organizers should bring their own computer and are responsible for all audio/visual expenses – determined by the host hotel. All satellite rooms will be set with the following audio/visual equipment: LCD projector, screen/set-up, wireless microphone, 2 standing microphones, head table, podium, laser pointer. Estimated A/V expense = \$1,000.

Individual audio/visual requests will only be considered for additional equipment, not to remove any of the equipment listed above, which is required. Or you can request to have no audio/visual equipment.

PROMOTION: We will include satellite information on our website and e-mail information (i.e., schedules) to the membership – only one announcement will be sent. All on-site arrangements, such as meeting rooms, audio/visual needs, coffee breaks and meals, should be requested through Debby Sharp – 512-454-0022 or debbyrsa@sbcglobal.net.

CONTINUING MEDICAL EDUCATION: If the Corporate Satellite organizer offers continuing medical education credits/hours, all guidelines of the accrediting body must be followed.

SPONSORING FOR-PROFIT CORPORATION OR FOUNDATION:

ORGANIZER'S NAME:

E-MAIL:

PHONE:

FAX:

CORPORATE SATELLITE TITLE:

PROVIDE A DETAILED DESCRIPTION OF THE CORPORATE SATELLITE (include speakers and schedule if available).

Estimate how many people you anticipate to attend the satellite: _____

What time do you anticipate the satellite to begin and end? _____

Will it be held at the host hotel? YES____ NO____ If no, where: _____

Will you need catering services (i.e., coffee breaks, lunch)? YES____ NO____
(Menus and costs will be sent as we get closer to the meeting.)

CREDIT CARD GUARANTEE: Please provide credit card information for guarantee purposes. Once accepted, the room charge (\$15,000) will be invoiced and payable prior to the meeting – all other charges (audio/visual, catering) will be invoiced after the meeting.

___ Visa ___ MasterCard ___ Discover

Card Number: _____ Expiration Date: _____

Name on Card: _____

Phone Number: _____ E-Mail: _____

Billing Address (street number and zip code required): _____

SUBMIT THIS FORM BY FAX - 512-454-0812
OR E-MAIL: debbyrsa@sbcglobal.net
(BE SURE TO INCLUDE ALL INFORMATION REQUESTED ON THIS FORM)

Satellite requests must be received by the
RSA Office by **December 7, 2007.**

For inclusion in the preliminary program packet, symposia flyer information must be received by February 20, 2008 to be considered.

Satellite will be listed in the final program, but schedules, hand-outs, etc. should be brought to the meeting by the organizer.