

## **2008 Joint RSA/ISBRA Scientific Conference NON-PROFIT/MEMBER SATELLITE MEETING 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**

**Is this proposal sponsored by a for-profit corporation or foundation of a for-profit corporation? If yes, please go to the Corporate-Sponsored Satellite Form.**

ORGANIZER'S NAME:

E-MAIL:

PHONE:

FAX:

SATELLITE TITLE: \_\_\_\_\_

**PROVIDE A 1-2 PARAGRAPH DESCRIPTION OF THE 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 it be held \_\_\_\_\_

Will you need catering services (i.e., coffee breaks, lunch)? YES\_\_\_\_ NO\_\_\_\_  
(Menus and costs will be sent upon approval of the satellite.)

**COSTS:** RSA/ISBRA **does not** provide funds for satellite meetings. The Satellite organizer will be responsible for all audio/visual expenses, catering expenses and a \$500 room charge. Credit card guarantee required – see below.

**AUDIO/VISUAL:** Satellite organizers should bring their own computer. They are also required to pay 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](mailto:debbyrsa@sbcglobal.net).

**CREDIT CARD GUARANTEE:** Please provide credit card information for guarantee purposes. All charges (room rental, 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): \_\_\_\_\_

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SUBMIT THIS FORM BY FAX - 512-454-0812

OR E-MAIL: [debbyrsa@sbcglobal.net](mailto: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.