RESEARCH SOCIETY ON ALCOHOLISM
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33rd Annual RSA Scientific Conference
NON-PROFIT/MEMBER SATELLITE MEETING FORM

NOTE: Satellites will be scheduled on the day before the Official Start of the RSA meeting (Saturday, JUNE 26). All proposals will be reviewed by the Program Committee for acceptance. The number of Satellites will also be limited by space availability.

DEADLINE – DECEMBER 4, 2009
SEE TIMELINE BELOW

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 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 = $1,200.

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.

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):_____
_____

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

The following information is required by the date indicated:

December 4 – the satellite proposal form

February 19 - We plan on having a Satellite Meeting button on our website. If you want information (description, schedule, speakers, etc.) about your satellite to be included send a 1 or 2-page "flyer" as an attachment. Please keep it basic (no graphics) and be sure to include contact information (and/or website) so they can RSVP to you.

May 15 –ATTENDEE COUNT_____ can be increased until June 5

May 15 - AUDIO/VISUAL: All satellite rooms ($500 charge) 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 = $1,200. 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. Satellite Organizer is responsible for providing a computer. All audio/visual costs are the satellite organizer's responsibility*. A/V additions: _____

May 15 - CATERING: Please indicate your catering requests – if needed send as a separate file. All catering costs are the satellite organizer's responsibility*. INCLUDE COUNT AND TIME OF SERVICE/DELIVERY. (Menus and costs will be sent upon approval of the satellite.)

_____no catering needed
_____Coffee AM _____Tea _____Soft Drinks _____Bottled Water
_____Breakfast _____
_____Lunch_____
_____Coffee AM _____Tea _____Soft Drinks _____Bottled Water
_____Other:_____
_____

* The Satellite Organizer will be invoiced after the meeting for all expenses pertaining to their satellite. Costs are based on Hotel's group rates.

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