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34th Annual RSA Scientific Conference
NON-PROFIT/MEMBER SATELLITE MEETING FORM

NOTE: Satellites will be scheduled on Saturday June 25, the day before the Official Start of the RSA meeting. All proposals will be reviewed by the Program Committee for acceptance. The number of Satellites will also be limited by space availability.

DEADLINE – DECEMBER 6, 2010
SEE TIMELINE BELOW

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 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.

PLEASE FILL OUT COMPLETELY

SPONSORING FOR-PROFIT CORPORATION OR FOUNDATION:

ORGANIZER'S NAME:
PHONE:

E-MAIL:
FAX:

SATELLITE TITLE:

PROVIDE A 1-2 PARAGRAPH DESCRIPTION OF THE SATELLITE (plus 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 will be sent in March. All catering items will be inside of the meeting room.)

Will you need a registration table(s) outside of the meeting room? YES____ NO____

COSTS: RSA does not provide funds for satellite meetings. The Satellite organizer will be responsible for all audio/visual expenses, catering expenses and a \$15,000 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. Please note, the hotel technician will be available to help troubleshoot, but there will not be an A/V aide stationed in each room.

PROMOTION: We will include satellite information on our website and e-mail information (i.e., schedules) to the membership – only one e-mail 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.

CREDIT CARD GUARANTEE: Please provide credit card information for guarantee purposes. Once accepted, the room charge (\$15,000) will be invoiced and payable 60 days 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)**

TIMELINE BELOW

The following information is required by the date indicated:

December 6 – the satellite proposal form

February 21 - 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 a Word.doc. Please keep it basic (no graphics) and be sure to include contact information (and/or website) so they can RSVP to you.

May 1 - AUDIO/VISUAL: All satellite rooms (\$15,000 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 and tech assistance (student volunteers are suggested).** All audio/visual costs are the satellite organizer's responsibility*. A/V additions: _____

May 1 – CATERING – Menus will be sent in March: Please provide the specifics of your order to me in an Excel file. All catering costs are the satellite organizer's responsibility*. **INCLUDE ITEM(S), AMOUNT and TIME OF SERVICE/DELIVERY.**

May 1 –ATTENDEE COUNT - can be increased until June 6

* 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.