



Industry Forum Application & Rules

The American Association of Neuromuscular and Electrodiagnostic Medicine (AANEM) offers companies the opportunity to provide educational (CME or nonCME) or product information sessions at the AANEM Annual Meeting by sponsoring an Industry Forum (Forum). Companies interested in hosting a Forum must complete this application, submit it to the AANEM, and agree to adhere to AANEM's rules governing Forums. The AANEM will review the Forum proposal within five (5) working days of receipt and grant an approval determination within that timeframe.

If your company chooses to offer a CME session, please note that AANEM does not provide CME credit for Forums. CME must be offered by an outside provider. Rules specific to CME programs are included on page 3.

All Industry Forum Administrative Fees Include:

- Session meeting space (room designated by the AANEM)
- Room set for number of attendees associated with Forum level
- Forum staging to include: riser, speaker podium, 8' table with 2 chairs
- Standard AV (one projection screen, one laptop computer for presentation, one LCD projector, one lavalier microphone, one table microphone, one wireless slide advancer with laser pointer)
- Forum listing on the AANEM website with a link to the hosting company's designated website
- Annual meeting pre-registration list for your company's targeted mailing
- Session information on signage at annual meeting
- Session details included in the print and mobile meeting guide
- Session information included in electronic meeting update delivered to meeting attendees
- Waiver of AANEM door drop access fee (hotel fees still apply)
- Fee paid is applied to overall corporate support level recognition and additional associated benefits

Industry Forum Administrative Fee Options and Benefits:

\$65,000 Lunch Forum Includes:

- 60 minute presentation time
- Session seating capacity for up to 200 attendees
- AANEM reserves the right to limit competing topics/products in similar time slots
- Final time/date assignments are based on history of offering Forums, and requested ranking preference
- Food and beverage is provided by AANEM

\$55,000 Breakfast Forum Includes:

- 60 minute presentation time
- Session seating capacity for up to 125 attendees
- AANEM reserves the right to limit competing topics/products in similar time slots
- Final time/date assignments are based on history of offering Forums, and requested ranking preference
- Food and beverage is provided by AANEM

\$55,000 Evening Forum Includes:

- 60 minute presentation time
- Session seating capacity for up to 125 attendees
- AANEM reserves the right to limit competing topics/products in similar time slots
- Final time/date assignments are based on history of offering Forums, and requested ranking preference
- Food and beverage is provided by AANEM

Industry Forum Rules

Industry Forum (Forum) host companies must adhere to the rules outlined below:

1. The AANEM reserves the right to remove materials that do not comply or to cancel the forum at your expense if the rules are violated.
2. If the faculty discusses unlabeled use of a commercial product or an investigational use not yet approved for the purpose discussed in the educational activity, the faculty must disclose this.
3. Any change in speakers must be sent to the AANEM in writing.
4. The AANEM reserves the right to edit the title of your session if it does not adequately depict the content being presented.
5. The AANEM requires that the session evaluation summary(ies) be sent to our office upon completion.
6. The AANEM may conduct an independent evaluation of your session. The AANEM also may assign monitors to the sessions.
7. All promotional materials must be pre-approved in writing by the AANEM.
8. You may not use the AANEM logo on promotional materials or slide presentations.
9. Commercial support must be acknowledged on the activity announcements and brochures but cannot include specific products.
10. Promotional materials may be distributed by host companies in their booth(s) located in the Exhibit Hall, if applicable. You also may have a sign in your booth promoting the Forum.
11. You are permitted to have a sign directly outside the assigned meeting room on the day of the meeting. One sign (no larger than 30" x 40") also may be placed in the registration area no earlier than 24 hours prior to the session. Text for signs must be approved in advance by the AANEM.
12. Any Forum staff or faculty not registered for the annual meeting as an exhibitor or attendee is required to remain inside or directly outside their assigned meeting room on the day of the Forum.
13. Forum staff and faculty will be granted access to the session room 1-hour prior to the start of the program.
14. Access and/or registration of session attendees may begin no more than 15 minutes prior to the published session start.
15. The AANEM President, President Elect, Past President, Secretary Treasurer, and *Muscle & Nerve* Editor must not participate in Industry Forums at the AANEM Annual Meeting as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement.

If CME Credit is provided the following additional rules apply:

CME Related Information – if the session will provide CME Credit

1. Any CME activities must be planned in accordance with ACCME [Accreditation Criteria](http://www.accme.org/requirements/accreditation-requirements-cme-providers/accreditation-criteria). These can be found at <http://www.accme.org/requirements/accreditation-requirements-cme-providers/accreditation-criteria>.
2. The AANEM requires that all CME symposia also be in compliance with the [Standards for Commercial Support](http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support) established by the ACCME. Providers of these activities are expected to meet the requirements established by ACCME. The standards can be found at: <http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>
3. The activities also must be in compliance with the AMA's [Ethical Opinion on Gifts to Physicians from Industry](http://www.ama-assn.org/practicing/ethics/ethical-opinion-on-gifts-to-physicians-from-industry). Although it is the responsibility of individual physicians to comply with this code, every effort should be made to ensure that attendees are not put in a situation that would be considered a violation of these guidelines.
4. If AMA *PRA Category 1*® credit hours are being provided all confirmed speakers will provide expert, up-to-date clinical information that will be presented with fair balance and free from commercial bias. The CME provider or third party organizer will assure that speakers disclose all significant financial interests with regard to any commercial product(s) discussed during the session.
5. No commercial materials are allowed to be displayed in the same room or immediately before, during or after a CME activity. There can be no sales activity in the room.
6. Copies of the agreements between the CME provider and the Company will be forwarded to the AANEM.

Benefits Provided by the AANEM

See benefits outlined on page one of the application form.

No Implied Endorsement

The sessions are labeled “Industry Forums” to indicate that they are independent from the AANEM and are not planned or sponsored by the AANEM.

Promotional material, signage, handouts, and the opening presentation slide must include one of the following statements: “This activity will be held during the AANEM Annual Meeting. It is not part of the official scientific program of the AANEM” or “This activity is not part of the official scientific program of the AANEM.” There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored by, or are endorsed by the AANEM.

A pre-registered attendee mailing list will be provided to promote the event following submission and approval of the mailing piece. Prior approval from the AANEM is required for any promotional materials used in connection with any Industry Forum. The AANEM reserves the right to decline advertising or requests for mailing list for any reason at its sole discretion.

The AANEM recommends that employees of the sponsoring organization, any organization working with the sponsoring organization, activity organizer, and all agents be made aware of this policy. Violations of this policy may affect promotional efforts and eligibility for involvement with future AANEM meetings and conferences.

Organizers are solely responsible for making all appropriate financial arrangements for their activity. In addition, organizers and their agents are advised not to imply or represent to third parties (e.g., hotel staff, convention center personnel, etc.) that the activities they are planning are associated with the AANEM official meeting or events.

The AANEM logo **may not** be used on any promotional material.

Violations and Sanctions

The AANEM, at its sole discretion, reserves the right to revoke privileges for future programs for any sponsoring organization, supporting organization, or activity organizer involved in planning a CME or non-CME Forum that does not comply with the guidelines and requirements set forth in this policy.

Companies violating these guidelines and requirements may not be allowed involvement with any AANEM activities in the future. In addition, exhibiting companies providing grants to support an industry forum activity agree that their company representatives and/or agents will adhere to these guidelines. Failure to do so may jeopardize future eligibility to exhibit with AANEM.

Cancellation

Upon receipt of full payment, if the sponsoring company cancels their Forum participation the AANEM will retain the full participation fee. Cancellation prior to AANEM receiving full payment AANEM will retain the \$1,000 deposit.

If AANEM finds it necessary to shift the in-person meeting to a virtual meeting due to a pandemic, the Industry Forum will not be canceled. The industry forum will be automatically converted to the virtual meeting platform and format at the same fee.

Signature

By signing below, the signor verifies that they have reviewed and understand the conditions for the Industry Forum and agree that if category *AMA PRA Category 1 Credit™* is offered, they will comply with the American Council for Continuing Medical Education (ACCME) rules regarding providing Category 1 CME credit.

The signor further agrees to ensure the sponsors, organizers, speakers, and all others involved in the planning, promotion, support, and implementation of the program are informed of these conditions and agree to abide by them.

Signature of Supporting Company

Signature of Third Party Organizer/CME Provider (if any)

Printed Name of Person Signing

Printed Name of Person Signing & Company Name

Signature

Signature

Title

Title

Date

Date

Return this completed form and payment to:

AANEM
2621 Superior Dr NW
Rochester, MN 55901
Email: corporate@aanem.org

Contact Information:
Danielle Sidenstricker, Corporate Relations Manager
Phone: 507.288.0100
Fax: 507.288.1225
Email: corporate@aanem.org

For office use only:

This Industry Forum proposal was reviewed and approved by:

AANEM Executive Director

Date:

Date Forum Payment Received: _____