Industry Symposia Prospectus

November 7 - 11, 2018 | Hilton Orlando

A DEDICATED AUDIENCE JUST FOR YOU!
JOIN US IN ORLANDO THIS NOVEMBER!

Host a non-CME Industry Symposium, Disease State Session or Medical Affairs Session at NEI Congress—educate a dedicated audience, who have opted to attend your symposium, and enhance their knowledge on your product, service or your latest research findings.

Meals are provided by NEI and included in participants registration fees—no “Sunshine Act” reporting required.

3/4 attendees participate in a symposium

77% attend more than 1

NEI CONTACT

Sheri Mills
VP, Program Development
Neuroscience Education Institute
Cell: 817.223.4256
Email: smills@neiglobal.com
Industry Symposia will be assigned on a first-come basis. Availability is limited and sponsors are encouraged to submit their applications as soon as possible. Symposia sessions are not for CME credit.

To secure a symposium slot, a signed application, which is a binding document, must be submitted. NEI realizes that various accounting departments may require invoices, purchase orders and/or letters of agreement, but the process must begin with a signed application from page 6 of this document.

### Available Dates & Times

<table>
<thead>
<tr>
<th>Available Dates &amp; Times</th>
<th>Room Set for</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEDNESDAY, NOVEMBER 7 - Pre-Conference Academy: Child &amp; Adolescent Psychiatry</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (12:00 pm - 1:00 pm) - <em>Florida Ballroom</em></td>
<td>300</td>
<td>$90,000</td>
</tr>
<tr>
<td>Reception (5:45 pm - 7:00 pm) - <em>Florida Ballroom</em> - SOLD</td>
<td>200</td>
<td>$45,000</td>
</tr>
<tr>
<td><strong>THURSDAY, NOVEMBER 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (7:00 am - 8:00 am) - <em>Florida Ballroom</em> - SOLD</td>
<td>300</td>
<td>$90,000</td>
</tr>
<tr>
<td>Lunch Session One (12:00 pm - 1:00 pm) - <em>Florida Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td>Lunch Session Two (12:00 pm - 1:00 pm) - <em>Orlando IV-VI Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td>Dinner (6:30 pm - 7:45 pm) - <em>Florida Ballroom</em> - SOLD</td>
<td>300</td>
<td>$114,000</td>
</tr>
<tr>
<td><strong>FRIDAY, NOVEMBER 9</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (7:00 am - 8:00 am) - <em>Florida Ballroom</em> - SOLD</td>
<td>300</td>
<td>$90,000</td>
</tr>
<tr>
<td>Lunch Session One (11:45 am - 12:45 pm) - <em>Florida Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td>Lunch Session Two (11:45 am - 12:45 pm) - <em>Orlando IV-VI Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td><strong>SATURDAY, NOVEMBER 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (7:00 am - 8:00 am) - <em>Florida Ballroom</em> - SOLD</td>
<td>300</td>
<td>$90,000</td>
</tr>
<tr>
<td>Lunch Session One (11:45 am - 12:45 pm) - <em>Florida Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td>Lunch Session Two (11:45 am - 12:45 pm) - <em>Orlando IV-VI Ballroom</em> - SOLD</td>
<td>400</td>
<td>$120,000</td>
</tr>
<tr>
<td>Dinner (6:30 pm - 7:45 pm) - <em>Florida Ballroom</em></td>
<td>250</td>
<td>$95,000</td>
</tr>
<tr>
<td><strong>SUNDAY, NOVEMBER 11</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (7:00 am - 8:00 am)</td>
<td>150</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

*Note: Times are subject to change.*

*NEI does not guarantee an audience size.*

---

Want to host a smaller Industry Event? NEI offers additional options for companies wanting to host smaller Industry Events. To learn more about this opportunity contact Sheri Mills at smills@neiglobal.com.
To comply with ACCME guidelines, NEI provides dedicated ballrooms for Industry Events. Breakfast and Dinner symposium will be held in the Florida Ballroom, and competing Lunch sessions will be held in either the Florida Ballroom or a portion of the Orlando Ballroom.
WHAT’S INCLUDED

NEI will provide to each sponsoring company:

- 60-minute time slot
- Dedicated meeting room (NEI does not guarantee an audience size), including:
  - One professional moderator
  - Sophisticated audio visual equipment, including one lavaliere mic for up to two speakers, plus one microphone for Q&A session
  - Screens and projector custom designed for each room to maximize views for participants
  - One show computer with Windows 7 Pro and PowerPoint 2007 (16:9 Standard Definition)
  - One wireless cue light/remote slide advancer
  - Speaker timer and one 60” confidence monitor
  - One A/V show technician
  - One ARS show technician (if purchased)

- Up to six (6) lead retrieval systems. Reports will be available 7 days after the conference, HOWEVER please note that NEI does not provide staff to scan badges at the door. Please plan accordingly.

- Up to 6 badges for onsite staff (excluding door monitors) and presenters. Must register online by 10/19/18.

- Listing in all Congress online and print materials (online Congress agenda, printed CME syllabus agenda, onsite signage, printed Congress Guide, and Congress mobile app). To be included in print material, provide session information by 8/1/18.

The sponsoring company is responsible for:

- Content development for a 60-minute presentation. Agencies or 3rd party provider are allowed to assist the company. Presentation slide deck with ARS questions are due to NEI by Friday, October 26, 2018.

- Session topic, title, and presenter information must be submitted to NEI with your application.

- Door monitors and staff to welcome and check-in/scan attendees

- Script for moderator, if any, to introduce presenter(s)

- All speaker related costs (flights, honorarium, accommodations, etc)

- Design, development, and production of any promotional material. Artwork is subject to NEI approval. All promotional material must include the disclaimer statement listed on page 11 of the agreement.
This legally binding sponsorship agreement is made between the Sponsoring Company ("Company") and the Neuroscience Education Institute ("NEI").

**Due to very high demand, NEI has a strict zero-tolerance cancellation policy. Payments are due in full by July 15, 2018.**

To hold a symposium slot, please submit this signed agreement. All payments are due in full by July 15, 2018. Supporting documentation such as letters of agreement, purchase orders, and invoices are provided by NEI on request, but first require the signed application to begin the process. Sessions without payments in full by July 15, 2018 give NEI the right to release the spot to the next available sponsor.

☐ I understand that this document is a binding agreement and agree to the terms of the zero cancellation policy, and recognize that payment is due in full by July 15, 2018.

**COMPANY INFORMATION:**

Company: ____________________________________________
Address: ____________________________________________
City: __________________________________ State: __________ Zip: __________
Phone: __________________________________ Web: ________________________

**CONTACT INFORMATION:**

Primary Contact at Pharma Company: ________________________________
Email: ________________________________ Phone: ________________________________

Primary Contact at Agency: __________________________
Email: ________________________________ Phone: ________________________________

☐ Check here if this event is co-sponsored with another pharmaceutical or device company.

Please disclose co-sponsor: ____________________________________________

**PROGRAM INFORMATION:**

Session Title or Topic *(required)*: ____________________________________________
Proposed Speaker(s): ____________________________________________
Brief Program Description (50 words or less): ____________________________________________
**INDUSTRY SYMPOSIUM AGREEMENT**

**SELECT YOUR PREFERRED DATE AND TIME:**

### WEDNESDAY, NOVEMBER 7 - Pre-Conference Academy: Child & Adolescent Psychiatry
- **Lunch (12:00 pm - 1:00 pm)**
  - Florida Ballroom - **SOLD**
- **Reception (5:45 pm - 7:00 pm)**
  - Florida Ballroom - **SOLD**

### THURSDAY, NOVEMBER 8
- **Breakfast (7:00 am - 8:00 am)**
  - Florida Ballroom - **SOLD**
- **Lunch (12:00 pm - 1:00 pm) Session One**
  - Florida Ballroom - **SOLD**
- **Lunch (12:00 pm - 1:00 pm) Session Two**
  - Orlando IV-VI Ballroom - **SOLD**
- **Dinner (6:30 pm - 7:45 pm)**
  - Florida Ballroom - **SOLD**

### FRIDAY, NOVEMBER 9
- **Breakfast (7:00 am - 8:00 am)**
  - Florida Ballroom - **SOLD**
- **Lunch (11:45 am - 12:45 pm) Session One**
  - Florida Ballroom - **SOLD**
- **Lunch (11:45 am - 12:45 pm) Session Two**
  - Orlando IV-VI Ballroom - **SOLD**

### SATURDAY, NOVEMBER 10
- **Breakfast (7:00 am - 8:00 am)**
  - Florida Ballroom - **SOLD**
- **Lunch (11:45 am - 12:45 pm) Session One**
  - Florida Ballroom - **SOLD**
- **Lunch (11:45 am - 12:45 pm) Session Two**
  - Orlando IV-VI Ballroom - **SOLD**
- **Dinner (6:15 pm - 7:30 pm)**
  - Florida Ballroom

### SUNDAY, NOVEMBER 11
- **Breakfast (7:00 am - 8:00 am)**
  - Florida Ballroom

**OPTIONAL ADD-ONS:**
- ARS (one pad per attendee flat fee) $3,600
- Video Recording & Final Raw File $11,000
- Promo Kit: Tote Insert, Door Drop and App Announcement $9,000
- Video Recording & NEI Disease State Portal (online): Final raw video and hosting on NEI Disease State Portal (online) for 12-months. $25,000
INDUSTRY SYMPOSIUM AGREEMENT

SPONSORSHIP TOTAL: __________________________

PAYMENT INFORMATION: (☐ Invoice required)
☐ Credit Card ☐ Check (payable to Neuroscience Education Institute)

Credit Card #: __________________________ Exp. Date: __________ CVV: __________
Billing Address: __________________________
City: __________________________ State: __________ Zip: __________
Cardholder Printed Name: __________________________
Cardholder Signature: __________________________ Date: __________

BY SIGNING BELOW, YOU HEREBY:

• Acknowledge and agree to pay in full by July 15, 2018.
• Acknowledge and agree to the Rules and Regulations published in the Industry Symposium Prospectus (pages 9-12).
• Understand that any violation of the Industry Symposia Rules and Regulations will result in a breach of the agreement by your company, and gives NEI the right to evict any sponsor and their affiliated exhibit who violates the Rules and Regulations.

__________________________
Company Name

__________________________
Representative Name & Title

__________________________
Signature

__________________________
Date

__________________________
NEUROSCIENCE EDUCATION INSTITUTE (NEI)

__________________________
Representative Name & Title

__________________________
Signature

__________________________
Date
The following *Industry Symposia Rules and Regulations* are fully incorporated as part of this legally binding sponsorship agreement (“Agreement”) between the sponsoring company (“Company”) and the Neuroscience Education Institute (“NEI”).

**INDEMNIFICATION:**
Each Company agrees to protect, save and hold Neuroscience Education Institute (NEI), and the Hilton Orlando, and Exhibitor Service Contractor, as well as all of these entities’ owners, agents and employees (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Company or those holding under the Company. Further, each Company shall, at all times, protect, indemnify, save and hold harmless Indemnities against and from any and all losses, costs (including attorney’s fees), damage, liability or expenses arising from or out of, or by reason of, any accident or bodily injury or other occurrence to any person or persons, including the Company, its agents, employees and business invitees, which arise from or out of, or by reason of said Company occupancy and use of the meeting room premise or a part thereof.

**PAYMENT:**
Checks can be made payable to “Neuroscience Education Institute” (Tax ID #33-0954691). Wired or ETF payments are permitted, and wiring instructions are provided upon request (or included in invoice/letter of agreement if required by sponsor).

NEI has a zero-tolerance cancellation policy for Industry Symposium. **NEI has the right to cancel or change dates and times of sessions which are not paid before July 15, 2018.**

*Payments can be mailed to:*
Neuroscience Education Institute  
Attn: Accounting (2018 Congress)  
5900 La Place Court, Suite 120  
Carlsbad, CA 92008

**CANCELLATION / REFUND POLICY:**
NEI has a zero-tolerance cancellation policy. However, we will try to make reasonable consideration in case of an unforeseen circumstance. To be considered for special consideration the cancellation must be made in writing, and NEI must be able to re-sell the symposium slot at the full price without moving a symposium from a less favorable date/time. For more information, write to Sheri Mills (smills@neiglobal.com).

**FORCE MAJEURE:**
NEI may cancel all or any part of the event or reduce the amount of space allocated to the event for any reason at its sole discretion for acts beyond its reasonable control, which may include, but is not limited to: fire, strike earthquake, snow storm, damage, construction or renovation, government regulation, public catastrophe or natural disaster.

**UNSANCTIONED EVENTS:**
Companies are not allowed to sponsor any unsanctioned event which directly conflicts with conference events, before, during or after. Unsanctioned events are defined as any CNS related activity which is paid for (either directly or indirectly) by a company (or their agency or representative) within the same city and dates as NEI Congress and all NEI workshops. Failure to abide by this requirement will result in a breach of the agreement by the Company and gives NEI the right to revoke all sponsor badges and evict any Company that violates this policy. If you wish to host a small off-site or on-site event, please contact Sheri Mills (smills@neiglobal.com) for pricing and additional details.

**DATA CAPTURING & LEAD RETRIEVAL:**
The lead retrieval vendor will provide reports within 7 days after the conference. Reports will include the following information for each attendee who chooses to be scanned: First, middle, and last name, credentials, phone, specialty, email, mailing address, and National Provider Identifier number.

**USE OF LIST POLICY:**
It is the fiduciary responsibility of symposium sponsors, supporters and their agencies to protect the privacy of NEI Congress attendees. All attendees have the right to refuse being scanned and per that refusal the
Company does not have the right to reach out to them. Furthermore, it is a violation to share these lists with 3rd parties. Company may use their captured attendee leads lists one time only. Company will not copy the list or any portion thereof or extract or retain any information there from. Company will not at any time permit any NEI Congress list information to pass into the hands of another person, association, organization or company. Any prohibited use by the Company shall constitute a material breach of this contract.

ATTENDEE LIST AVAILABILITY:
NEI will not release the pre or post attendee list to any sponsor or 3rd party vendor.

ADVERTISEMENT:
It is prohibited to advertise material or signage of companies other than those that have paid for hosting a symposium. Canvassing and solicitation of business or other conferences is strictly prohibited. NEI appreciates being informed of any infraction of this rule. All signs, flyers, distribution of literature and souvenirs, entertainment or any other activities must take place inside the contracted booth space only.

NEI CONGRESS NAME AND LOGO USAGE:
The NEI Congress name, logo or other identifying marks may not be used in signs, advertising or other promotional material without prior permission from NEI.

AMENDMENTS:
All matters and questions not covered in any of the rules and regulations are subject to the discretion of NEI. The rules and regulations may be amended at any time by NEI, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to the rules and regulations, written notice will be given by NEI to such parties.

NEI WILL PROVIDE EACH SPONSORING COMPANY WITH:
- 60-minute time slot
- Dedicated meeting room (NEI does not guarantee an audience size), including:
  - One professional moderator
  - Audio visual equipment, including one lavaliere mic for up to two speakers, plus one microphone for Q&A session
- Screens and Projector
- One show computer with Windows 7 Pro and PowerPoint 2007 (16:9 Standard Definition)
- One wireless cue light/remote slide advance
- Speaker timer and one 60” confidence monitor
- One A/V show technician
- One ARS show technician (if purchased)
- Up to six (6) lead retrieval systems. Reports will be available 7 days after the conference. NOT PROVIDED are door monitors to check-in/scan attendees.
- Up to 6 badges for onsite staff (excluding door monitors) and presenters. Must register online by 10/19/18.
- Listing in all Congress online and print materials (online Congress agenda, printed CME syllabus agenda, onsite signage, printed Congress Guide, and Congress mobile app). To be included in print material, provide session information by 8/1/18.

THE SPONSORING COMPANY IS RESPONSIBLE FOR:
- Content development for a 60-minute presentation. Agencies or 3rd party provider are allowed to assist the company. Presentation slide deck with ARS questions are due to NEI by Friday, October 26, 2018.
- Session topic, title, and presenter information must be submitted to NEI with your application.
- Door monitors to welcome and check-in/scan attendees
- Script for moderator, if any, to introduce presenter(s)
- All speaker related costs (flights, honorarium, accommodations, etc)
- Design, development, and production of any promotional material. Artwork is subject to NEI approval. All promotional material must include the disclaimers for non-cme sessions statement listed on page 12 of this agreement.
NON-COMPETE WITH CME SESSIONS SCHEDULE AND TIME SLOT ASSIGNMENT:
Industry Symposium will be conducted during times that do not conflict with NEI’s CME sessions. Time slots will be assigned on a first-come, first-serve basis. Changes to assigned time slots must be requested in writing to Sheri Mills at smills@neiglobal.com, and will be accommodated only if the requested time slot is available.

NEI reserves the right to approve all agreements and may restrict inappropriate products/services.

LOCATION AND SET-UP:
All Industry Symposium will be held in the Florida or Orlando IV-VI Ballrooms. Unless otherwise noted in the agreement the room will be set for 700 attendees in rounds of 10.

FOOD AND BEVERAGE:
Unless otherwise noted on the agreement, conference meals are provided by NEI as part of the registration fees and are exempt from reporting under the Open Payments (Sunshine Act) program. Meals will be placed near the symposium room to encourage attendance. Meal additions can be coordinated for an additional cost. Contact Sheri Mills at smills@neiglobal.com for more information.

REHEARSAL WITH AV:
To schedule a rehearsal with AV involvement, please complete the Private Meeting Rooms Form and Payment Application. Additional fees will apply if you will be requiring a technician present during your rehearsal. An AV technician will be present during all symposium sessions to operate equipment and to ensure that sessions run smoothly, at no additional cost.

SPEAKERS:
Symposium speakers are not considered Congress faculty and thus will not be provided the same badge as NEI Faculty. The sponsoring company is responsible for all speaker related costs (flights, honorarium, accommodations, etc). NEI Faculty are not permitted to participate in Industry Symposium or any unsanctioned off-site dinner meetings.

DISCLAIMERS FOR NON-CME SESSIONS:
Industry Symposia, which are branded, are considered promotional activities and must be conducted in accordance with all applicable FDA regulations and other established standards and codes. Continuing education credit may not be offered for any symposia. The following statements must appear prominently on all handout materials or any printed materials distributed at the symposium and on the slides displayed at the beginning and ending of the symposium.

“The content of this symposium and the views expressed therein are those of the presenting entity and not of NEI. Symposia are not part of the scientific program and do not provide CME credit.”

The above disclaimer must be followed by the NEI standardized meal statement:

For NEI-Provided meals, please use:
[Breakfast, Lunch or Dinner] provided by NEI.
Example: “Breakfast provided by NEI”

No other phrase or reference to NEI or NEI Congress is permitted on Industry Symposium materials. The NEI logo or NEI meeting graphics may not be used on Industry Symposium materials.

ONSITE SIGNAGE:
Up to six (6) professionally printed signs are allowed, and can be displayed outside the assigned meeting room and in the pre-function area the day of the assigned symposium. The signs cannot exceed 25” x 30”. Organizations may also distribute print material (flyers, brochures, etc...) to promote their session inside the contracted booth space or exhibit hall only. NEI reserves the right to remove and discard signs and print materials of any organization violating this policy.

PROMOTION OF INDUSTRY SYMPOSIUM:
All materials intended to promote your symposium, including websites, broadcast e-mail messages, promotional brochures, invitations, signage, and other materials, must be approved by NEI prior to release.
and distribution. Because changes may be required, it is strongly recommended that review and approval by NEI occur before printing or production of the materials.

Organizations may distribute print material to promote their symposium inside their contracted booth space only.

All approved promotional, marketing, and other materials used in conjunction with their symposium must contain the “Disclaimers for Non-CME Sessions.”

AUDIENCE RECRUITMENT EFFORTS BY NEI:
All symposium will be listed on the online conference agenda. The information will also be added to all NEI Congress print materials (Potentially in 2018 NEI will print CME agenda, syllabus, program, guide, and onsite signage. NEI is migrating to electronic documents in 2018 and printed materials are not a guarantee). Additionally, NEI will, in our sole discretion, send dedicated emails to encourage participants to attend these events.

ADDITIONAL MARKETING OPPORTUNITIES:
We encourage you take additional measures to promote your symposium (see our additional promotional opportunities).

SHIPPING INSTRUCTIONS FOR HILTON HOTEL:
Hilton hotel guests and non-guests can ship their symposium materials directly to the Hilton hotel. Any packages being shipped to the Hilton must be prepaid and any onsite handling fees will be the shipper’s responsibility. Address all packages as follows:

“Onsite Contact’s Name”
c/o Hilton Orlando hotel
2018 NEI Congress
6001 Destination Pkwy
Orlando, FL 3281

ONSITE PICK-UP & SCHEDULING A DELIVERY:
Call the UPS Store at 407-313-8688 to confirm that your packages have been received and to schedule a pick-up time or delivery for your packages.

To schedule a delivery, you will need to know:
1. The meeting room where you want the packages delivered to.
2. Delivery date and time.
3. The name of the person who will physically sign for the packages when they are delivered to the meeting room.

Schedule your delivery in advance!
The UPS Store needs time to find your packages, check them out, and delivery them to your location.

UPS STORE HOURS
8:00 am – 7:00 pm     Monday – Friday
9:00 am – 5:00 pm     Saturday & Sunday

The UPS Store is located in the Lobby Level pass the 24-Hour Market Place.