



**Sponsored Satellite Programs at
ASN's Annual Conference - Nutrition 2019
June 8-11, 2019 • Baltimore, MD**

About the American Society for Nutrition

Established in 1928, the American Society for Nutrition (ASN) is a non-profit, multidisciplinary, scientific and educational organization. Our 7,000-plus members in more than 80 countries advance nutrition research to improve public health. ASN promotes collaboration among investigators in nutrition, medicine and related fields of science, and encourages the creation, translation and dissemination of nutrition knowledge.

About Nutrition 2019

NUTRITION 2019 is an immersive nutrition experience offering the greatest minds in nutrition science, superior research, interactive exhibits, new technology and opportunities for networking in a welcoming environment. Launched in 2018 as the inaugural ASN Scientific Sessions independent of Experimental Biology, NUTRITION 2018 set record attendance with more than 3,600 participating.

NUTRITION 2019 will again be the premier global platform for researchers, clinicians, public health professionals and other stakeholders interested in the advancement and application of nutrition science. Our all-inclusive, interactive model for sharing research will feature basic, translational, clinical and population science. Attendees will learn, network and connect while advancing nutrition science to improve global health.

Opportunities for Sponsored Satellite Programs

Sponsored Satellite Programs provide an opportunity for external groups – industry, commodity boards, trade organizations, government, other scientific societies, etc. – to share and discuss research findings with the nutrition science community in conjunction with ASN's scientific meetings. Sponsored Satellite Programs provide attendees with additional educational/informational opportunities.

Sponsored Satellite Programs are not considered part of the official ASN program, and ASN does not endorse the content presented or their proceedings, publications, etc. Proposals for Sponsored Satellite Programs are reviewed by ASN and criteria for acceptance include:

- Programs must be objective and balanced.
- Content must contribute to the field of nutrition science.
- Programs must meet the educational needs of meeting attendees and complement the science program.
- Program descriptions and accompanying materials must be science-based and not promotional in nature.

Program Description Example:

Nutrition and Physical Activity: Impacts on Cognitive Function Across the Lifespan

The role of nutrition in the development of the brain in early life as well as its impact on cognitive functions, mental performance and behavior throughout life is a hot topic in nutrition research. This program will review approaches to improve cognitive development in early life and prevent cognitive decline in later life. Emerging data will be presented demonstrating how dietary components and physical activity impact various cognitive outcomes, such as learning, memory, executive function and academic achievement. Novel imaging modalities for assessing brain structure and function, including

fMRI, will be discussed, and opportunities to assess the combined impact of diet and physical activity on cognitive functions will be highlighted.

Guidelines

1. External groups (hereafter referred to as “satellite organizers”) interested in conducting a Sponsored Satellite Program must complete this application form and include a complete program description and agenda for review and approval. Submission of an application does not constitute approval/acceptance of your satellite event.
2. Content and Conduction of Program:
 - a) Programs must be objective and balanced; contribute to the field of nutrition science; meet the educational needs of meeting attendees; and complement the science program. Program descriptions and accompanying materials must be science-based and not promotional in nature.
 - b) The program chair must be an ASN member.
 - c) ASN does not endorse the content presented in Sponsored Satellite Programs or their proceedings, publications, etc.
 - d) All organizers should comply with all applicable oversight guidelines and standards including the PhRMA Code on interaction with healthcare professionals, as listed on www.phrma.org.
 - e) ASN reserves the right to accept, reject or condition acceptance, based on ASN’s sole discretion, for any reason, which need not be disclosed to the applicant.
 - f) Once the application for a Sponsored Satellite Program has been approved by ASN, the event title and content may not change without ASN approval.
3. Sponsored Satellite Programs must be scheduled during the following times. Please note that space is limited; first come, first served. Sponsored Satellite Program times may be adjusted to accommodate the final Nutrition 2019 official schedule.

Date	Time	Sessions Available	Program Type	Fees*
Friday, June 7	8:00 am – 5:00 pm	2	All-Day Program	\$50,000
Friday, June 7	8:00 am – 12:00 pm	2**	Morning Program	\$30,000
Friday, June 7	1:00 pm – 5:00 pm	2**	Afternoon Program	\$30,000
Friday, June 7	6:00 pm – 8:00 pm	2	Dinner	\$27,500
Saturday, June 8	7:00 am – 8:45 am	2	Breakfast Program	\$17,500
Saturday, June 8	11:00 am – 1 pm	3	Lunch Program	\$27,500
Sunday, June 9	7:00 am– 8:45 am	2	Breakfast Program	\$17,500
Sunday, June 9	12:45 pm – 2:45 pm	3	Lunch Program	\$27,500
Sunday, June 9	6:00 pm – 8:00 pm	2	Dinner	\$27,500
Monday, June 10	7:00 am – 8:45 am	2	Breakfast Program	\$17,500
Monday, June 10	12:45 pm – 2:45 pm	3	Lunch Program	\$27,500
Monday, June 10	6:00 pm – 8:00 pm	2	Dinner	\$27,500
Tuesday, June 11	6:00 am – 7:45 am	2	Breakfast Program	\$17,500
Tuesday, June 11	12:45 – 2:45 pm	3	Lunch Program	\$27,500

*** ASN Sustaining Partners receive a 10% discount off fees.**

**** Half day program availability subject to number of full day programs confirmed.**

4. The following items ***are included*** with the program fee:
 - a) Recording of the satellite for online viewing on ASN website
 - b) Promotion of program on ASN's website, in printed conference materials and to pre-registered conference attendees
 - c) Standard audio-visual set
 - d) Pre-Set Function space
 - e) One (1) professionally-made promotional sign (produced by ASN) outside the room in which the event will take place
 - f) Pre-registration site to help gauge interest in program (see #12 below)
5. The following items ***are not included*** in the program fee and are the responsibility of the satellite organizer. Note: ASN can coordinate some of these items for an additional fee (see below).
 - a) Speaker travel arrangements and reimbursements
 - b) Speaker honoraria
 - c) Food/beverage expenses (**note:** most of these are promoted as meal functions (breakfasts, lunches, dinners); it is expected that the organizer will provide food and beverage at the symposium).
 - d) Meeting agenda/handouts or distributing and preparation of materials.
 - e) Onsite registration services
6. **Function Space:** Room set up will be dictated by available space. Typically, rooms are set in classroom and/or theater style. Specific requests for room set up must be submitted in writing no later than 60 days in advance, are subject to approval and additional room set fees, and are not guaranteed. ASN will strive to enable satellite organizers to have access to rooms at least 30 minutes prior to the start of the program. A prompt exit of the satellite organizers and speakers after the program will be required due to the program schedule.
7. **Audio Visual:** Function space will be set with ASN's standard meeting room audio visual equipment: LCD projector, screen, laptop, one aisle microphone, head table with 1 table microphone, lectern with 1 microphone, laser pointer. Due to time and cost constraints, equipment cannot be moved, disconnected or reset. Requests for additional equipment must be submitted in writing no later than 60 days in advance, are subject to approval and are not guaranteed. Sponsor will be responsible for resulting additional expenses.
8. **Food and beverage:** All food and beverage charges for these items are the sole responsibility of the Sponsored Satellite organizer. ASN will provide additional instructions to initiate meeting planning and reserve audio-visual needs, food and beverages, etc. After **March 29, 2019** changes CAN NOT be made to the audio-visual or food and beverage orders.
9. **Promotions:** All Sponsored Satellite Programs will be promoted on ASN's website, in printed conference materials, in the official Nutrition 2019 app and to pre-registered conference attendees. ASN is not responsible for attendance/audience generation and does not guarantee attendance levels at Sponsored Satellite Programs.
10. **Use of Society's name or logo:** The American Society for Nutrition's name, logo, or other identifying marks may not be used in signs, advertising or promotions in any media, or on product literature without the ASN's prior approval and express written permission. ASN will supply approved Sponsored Satellite Program promotional language and branding that can be used by organizers.
11. **Marketing of program by satellite organizers:** ASN must review and approve all promotional materials produced in conjunction with the Sponsored Satellite Programs prior to their dissemination. ASN has the right to reject such promotional materials at its sole discretion. A minimum of three (3) business days are required for ASN review of promotional materials. Requests should be sent to kdrillon@nutrition.org

12. Pre-registration site: ASN will create a mechanism for individuals to register for the program to help gauge interest only. A list of pre-registered attendees will be provided to satellite organizers one and two weeks out from the meeting.
13. Signage: As stated above, ASN will provide one promotional sign to be displayed onsite. Design and placement of additional signs by satellite organizer is subject to ASN and venue approval. A minimum of three (3) business days are required for ASN review.
14. Shipping of Materials: Shipping of materials will be the responsibility of the satellite organizer. ASN will provide shipping instructions by January 7, 2019.
15. Key Dates:
 - a) **Approx. October 1, 2018**: Sponsored Satellite Programs applications will be accepted. The applications will be reviewed and approved on a rolling basis. Groups will be notified regarding acceptance and date and time assignment of their Satellite Symposium within ~three weeks of receipt.
 - b) **December 21, 2018**: To guarantee meeting room space and program promotions in all printed materials, Sponsored Satellite Programs proposals must be received by this date. After this date, proposals will be accepted and considered as space is available.
 - c) **March 15, 2019**: Companies that cancel confirmed programs after this date are subject to a \$5,000 cancellation fee.
 - d) **May 1, 2019**: No refunds will be given to any satellite organizer who cancels after this date.
16. Additional Charges: While ASN will make every effort to ensure a successful program, ASN assumes no responsibility for the meeting space and any and all charges associated with these planned events, including, but not limited to; set-up charges, additional room rental, audio visual, food and beverage, computer charges, hotel reservations, speaker arrangements, electric, etc.
17. All matters and questions not covered by the above guidelines are subject to the discretion of ASN. In the event of any amendment or addition to these guidelines, written notice will be given by ASN to such parties.
18. Violation of any of the above guidelines may jeopardize the participation of the satellite organizer and/or the client represented in future ASN activities.

Available Services at an Additional Cost – Must be Reserved by April 5, 2019

- Onsite badge scanning for attendance tracking (\$500)
- Provision of speaker honoraria and travel reimbursement (to include revenue reporting to IRS) (\$2,500)
- Facilitation of the necessary program guidelines, review and compliance to provide CPE credit for dietitians (RDs). In order for CPE credits to be provided for dietitians for Sponsored Satellite Programs, a final agenda and curriculum vitae for each speaker must be provided by April 2, 2018. (\$2,000)
- Please see the full Nutrition 2019 Exhibitor and Supporter Prospectus for a variety of opportunities to promote your Symposium before and during Nutrition 2019. Extended marketing services including, but not limited to:
 - Dedicated e-blasts to ASN members (\$5,000)
 - Digital advertising – Price and Options Vary
 - Exhibit Guide and newspaper advertising – Rate card will be available in October 2018
- Publishing the results of a symposium as an ASN (American Society for Nutrition) journal supplement places them directly in front of the professionals who need to see them. There are four ASN publications that accept proposals for supplements: The American Journal of Clinical Nutrition, The Journal of Nutrition, Advances in Nutrition and Current Developments in Nutrition. Read by an international audience of research scientists, physicians, and dietitians, these prestigious journals are published on behalf of the ASN by Oxford University Press (OUP). OUP's commitment to the highest standards of

quality and service means that the publication process is professional and efficient. The necessary support and guidance is available at every stage. Supplement proposals should be submitted before the symposium and are subject to editorial acceptance following a peer review process. Manuscripts must be submitted within 4 months of the meeting date. More information can be found in this OUP video and questions may be directed to Gina Farago, gina.farago@oup.com.

*Questions regarding Sponsored Satellite Programs may be directed to
Keith Dillon, ASN Sr. Director, Corporate Affairs at
240-428-3601 (tel) or kdillon@nutrition.org*

Sponsored Satellite Program Application

*Applications will be reviewed and approved on a first-come, first-served basis beginning **~October 1, 2018***

Contact Information

Name of Group/Company Supporting Program	
Primary Contact Name	
Address	
City/State/Zip	
Phone	
Email	
Name of Company Planning Program (if applicable)	
Primary Contact Name	
Address	
City/State/Zip	
Phone	
Email	

	Date	Time	Sessions Available	Program Type	Fees*
<input type="checkbox"/>	Friday, June 7	8:00 am – 5:00 pm	2	All-Day Program	\$50,000
<input type="checkbox"/>	Friday, June 7	8:00 am – 12:00 pm	2**	Morning Program	\$30,000
<input type="checkbox"/>	Friday, June 7	1:00 pm – 5:00 pm	2**	Afternoon Program	\$30,000
<input type="checkbox"/>	Friday, June 7	6:00 – 8:00 pm	2	Dinner	\$27,500
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<input type="checkbox"/>	Saturday, June 8	11:00 am – 1:00 pm	3	Lunch Program	\$27,500
<input type="checkbox"/>	Sunday, June 9	7:00 – 8:45 am	2	Breakfast Program	\$17,500
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<input type="checkbox"/>	Tuesday, June 11	12:45 – 2:45 pm	3	Lunch Program	\$27,500

** ASN Sustaining Partners receive a 10% discount off fees.*

***Half day program availability subject to number of full day programs confirmed.*

Program Title:

Program Description (no more than 150 words) - Summarize the overall theme and specific topics to be discussed. As appropriate, reference new and/or emerging research that will be shared. Program descriptions and accompanying materials must be science-based and not promotional in nature.

Program Description:

Please provide three learning objectives for this session.

At the end of this session, attendees will be able to:	
1.	
2.	
3.	

Chairs, Speakers and Presentation Titles (add additional speakers, as necessary)

Chair (must be an ASN member)	
Name	
Institution	
Email	
Telephone	
Co-Chair (if applicable)	
Name	
Institution	
Email	
Speaker 1	
Presentation Title	
Name	
Institution	
Email	
Speaker 2	
Presentation Title	
Name	
Institution	
Email	
Speaker 3	
Presentation Title	
Name	
Institution	
Email	

Speaker 4	
Presentation Title	
Name	
Institution	
Email	

Note below which of the Additional Services Available via ASN you would like to reserve (see page 4 for additional details and descriptions, as well as the full Nutrition 2019 Exhibitor and Supporter Prospectus for additional promotional opportunities):

<input type="checkbox"/>	Onsite badge scanning for attendance tracking - \$500
<input type="checkbox"/>	Provision of speaker honoraria and travel reimbursements - \$2,500
<input type="checkbox"/>	Facilitation of the necessary program guidelines, review and compliance to provide CPE credit for dietitians (RDs) - \$2,000
<input type="checkbox"/>	Dedicated eBlast - \$5,000 each Quantity? _____
<input type="checkbox"/>	Please send me rate card when available for digital advertising, Exhibit Guide, and Nutrition 2019 Daily newspaper, when available.
<input type="checkbox"/>	<p>Additional Promotions:</p> <p>____ Nutrition 2019 Tote Bag Insert - \$2,500 each Quantity: _____</p> <p>____ Column Wraps in Baltimore Convention Center - \$3,000 - \$5,000 each Quantity: _____</p> <p>____ Directional Signage Panels - \$10,000 for set of four</p> <p>____ Nutrition 2019 Attendee Mailing List Rental (Call for details and a quote</p> <p>____ Other: _____</p> <p>Note: <i>ASN welcomes your ideas for other promotions we can implement as well.</i></p>

Payment Information

Please complete the following information for invoicing. Invoices will be mailed upon notification of acceptance of application. Companies that cancel confirmed programs after **March 15, 2019** are subject to a \$5,000 cancellation fee. No refunds will be given to any satellite organizer who cancels after **May 1, 2019**.

Contact Name	
Company	
Address	
City/State/Zip	
Email	
Telephone	

I have read, understand and will adhere to the ASN Sponsored Satellite Program guidelines.

Name: _____

Signature: _____ Date: _____

**Submit Completed Application to: kdrillon@nutrition.org
 Questions? Please contact Keith via email or telephone (240-428-3601).**