NOVEMBER 27 – DECEMBER 2

Deadline: November 1, 2016

RSNA LUNCH AND LEARN FORM

RSNA 2016

Company Information

Company			Booth Number	
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☐ I have re	ead, understand, and agree to the Lunch and Learn Guid	delines. This form will be	returned if the box is n	ot checked.
Bank Wire	Companies may wire payment to: JP Morgan Chase Bank, NA 10 South Dearborn St. Chicago, IL 60603 ABA Transit Number: 071000013 Swift Code: CHASUS33 Account Number: 4184254	For RSNA Us	e Only – Please do not	write in this area
	Any fees associated with the wire transfer are the responsibility of the exhibiting company (approximately \$20 per wire transfer).	Date Received Approved by RSNA		
] Check	By sending your check to us, you authorize RSNA to convert the chec into an electronic funds transfer. Please be aware that your account may be debited as soon as the same day we receive your payment.			 Date
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RADIOLOGICAL SOCIETY OF NORTH AMERICA 102ND SCIENTIFIC ASSEMBLY AND ANNUAL MEETING McCORMICK PLACE, CHICAGO

NOVEMBER 27 – DECEMBER 2

RSNA LUNCH AND LEARN GUIDELINES

RSNA 2016

Deadline: November 1, 2016

RSNA Lunch and Learn offers an exhibiting company the opportunity to conduct an informational program for professional attendees during the RSNA annual meeting at McCormick Place.

It is the exhibiting company's responsibility to distribute these guidelines to the appropriate company personnel and/or any agents, representatives, or contractors involved in planning activities at the RSNA annual meeting. The exhibiting company is responsible for the actions of its employees and/or agents, and they will be expected to follow all rules and guidelines outlined below.

Exhibitor-sponsored programs may be conducted in conjunction with the RSNA annual meeting under the following guidelines and with the approval of RSNA.

- A Lunch and Learn is strictly an informational, non-CME function that includes a formal presentation or procedural instruction conducted by an RSNA 2016 exhibitor (medical societies and associations are not eligible to conduct a Lunch and Learn during the RSNA annual meeting). Meeting room assignment to be determined.
- 2. No more than 100 attendees can participate in a single function. Lunch & Learns are invite-only and companies are responsible for inviting attendees. Companies may purchase the RSNA Attendee Registration List or RSNA Promotional Opportunities to promote the function. Visit RSNA.org/Promote to view available opportunities. RSNA meeting logo, marketing collateral, and usage guidelines are available at http://rsna.org/Marketing-and-Promotional-Tools
- 3. Exhibitor is responsible for providing boxed lunches to attendees through Savor catering.
- 4. Event rules prohibit financial compensation (including travel expenses) of the Lunch and Learn speaker.
- 5. Product and/or equipment demonstrations are prohibited.
- The cost of the Lunch and Learn is \$15,000/function and is only refundable if the Lunch and Learn is not approved. Payment must be sent to RSNA when the form is submitted.
- 7. Approved Lunch and Learn sessions (three per day):

Monday, November 28 12:30 PM – 1:30 PM Tuesday, November 29 12:30 PM – 1:30 PM Wednesday, November 30 12:30 PM – 1:30 PM

- 8. Presenters will have access to the room 30 minutes prior to presentation for set-up. All company equipment, literature and handouts must be removed from the room within 30 minutes of the end of their session.
- 9. The Lunch and Learn fee includes meeting space (room set is theater) and A/V equipment (laptop at podium, LCD projector, widescreen (16:9), podium microphone, head table microphone, aisle microphone, wireless microphone, wireless mouse, VGA connection, and wireless internet). Additional equipment must

be approved by RSNA and will be at the exhibitor's expense.

- 10. RSNA will list Lunch and Learns in the printed and online RSNA annual meeting program under the Corporate Symposia category as invite-only. The RSNA online program will be available in August and the deadline date to submit content for inclusion in the printed program is August 12, 2016.
 - Lunch & Learn will be listed as Company Name: Title (Invite-only). Speakers and Authors will be included in the abstract block.
- 11. Lunch and Learn titles and speaker names will be listed on signage outside the classroom.
 - Lunch & Learn will be listed as Company Name: Title (Invite-only).
- 12. Lunch and Learn must be held in compliance with the AMA's Opinion on Gifts to Physicians from Industry.
- 13. Third-Party Organizers: Exhibitors who choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. Third-party organizers cannot be a medical society or association. No direct requests from third-party organizers will be considered.
- 14. Functions found in violation of these guidelines shall be immediately discontinued. This agreement is in addition to the contract for exhibit space. All terms, conditions, rules, and regulations contained therein remain in full force. The exhibitor waives any right to claims of damage arising out of enforcement of these guidelines.
- Cancellation of technical exhibit space results in the immediate release of any assigned function space for a Lunch and Learn event.
- 16. All matters and questions not covered by the above guidelines



RADIOLOGICAL SOCIETY OF NORTH AMERICA 102ND SCIENTIFIC ASSEMBLY AND ANNUAL MEETING McCORMICK PLACE, CHICAGO

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RSNA LUNCH AND LEARN GUIDELINES

are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.

17. The exhibitor shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents, and employees against all such claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents, or employees.

FOR ADDITIONAL INFORMATION, CONTACT:

Jaclyn Kelly 1-630-590-7793 jkapicak@rsna.org Deadline: November 1, 2016