



PEDIATRIC NEURO-ONCOLOGY SYMPOSIUM

ROCHESTER, MINNESOTA



OCTOBER 15, 2022

SPONSORSHIP PROSPECTUS





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WELCOME

Dear Potential Sponsor,

It is the privilege of the Planning Committee Members at Mayo Clinic to coordinate the first **Pediatric Neuro-Oncology Symposium** in Rochester, Minnesota on October 15, 2022. The conference is being organized by a robust planning committee consisting of physicians and researchers from Mayo Clinic Clinical Genomics, Medical Oncology, Molecular Medicine, Neurologic Surgery, Pediatric and Adolescent Medicine, Pediatric Endocrinology, Pediatric Hematology/Oncology, Radiation Oncology, and Radiology and the [Mayo Clinic School of Continuous Professional Development](#). The conference headquarters is at Mayo Clinic in downtown Rochester, Minnesota. Please visit the [symposium website](#) for current details and regular updates.

This symposium provides a unique platform during which subspecialty experts in pediatric brain tumors can share information. Robust interactive sessions allow presenters and participants to discuss current concepts, challenges, and ongoing research in the multimodal treatment of childhood brain tumors. This is the first Pediatric Neuro-Oncology Symposium with a gathering of national leaders from leading institutions including Boston Children's/Dana Farber, Memorial Sloan Kettering, St. Jude Research Hospital, and Mayo Clinic.

Symposium topics include:

- Translational Research/Immunotherapy
- Neurosurgery
- Neuroradiology
- Radiation Oncology
- Neuropathology/Neurology/Neuropsychology

The complete program schedule can be viewed on the [symposium website](#). We anticipate 70 attendees for the live course and an additional 60 via livestream.

We invite your organization/company to support this very important symposium and join us along with world renowned scientists for this event about Pediatric Neuro-Oncology. Based on the level of support you are interested in providing, we can offer various levels of recognition. Organizations/companies that support are acknowledged several ways, including the opportunity for an onsite exhibit, recognition on the conference website and in the syllabus, and during the opening and closing address. Ample opportunities are provided during the conference for sponsors and exhibitors to network with delegates and to showcase their products and services.

If you are interested in supporting the **Pediatric Neuro-Oncology Symposium**, or if you have questions, please contact Kathy Fuqua at fuqua.kathy@mayo.edu or 507-266-9815.

We appreciate your interest and enthusiasm in joining us for the **Pediatric Neuro-Oncology Symposium** in Rochester.

Sincerely,

Soumen Khatua, M.B.B.S., M.D.

Course Director

Pediatric Neuro-Oncology Symposium Planning Committee:

<i>Dusica Babovic-Vuksanovic, M.D.</i> Clinical Genomics	<i>David J. Daniels, M.D., Ph.D.</i> Neurosurgery	<i>Anita Mahajan, M.D.</i> Radiation Oncology
<i>Richard J. Bram, M.D., Ph.D.</i> Pediatric Hematology/Oncology	<i>Gesina F. Keating, M.D.</i> Pediatric and Adolescent Medicine	<i>Jonathan D. Schwartz, D.O., M.P.H.</i> Pediatric Hematology/Oncology
<i>Danielle A. Cunningham, M.D.</i> Radiation Oncology	<i>Sani H. Kizilbash, M.D., M.P.H.</i> Medical Oncology	<i>Richard G. Vile, Ph.D.</i> Molecular Medicine

Date, Location, and Website

Symposium Date:

Saturday, October 15, 2022

Meeting Location:

Leighton Auditorium, Siebens Building
100 Second Ave SW
Rochester, MN 55905

Exhibit Location:

Rochester Marriott Mayo Clinic Area
101 First Avenue SW
Rochester, Minnesota 55902

Conference Website:

ce.mayo.edu/pedsneuro2022

Course Director

Soumen Khatua, M.B.B.S., M.D.

Planning Committee

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Sani H. Kizilbash, M.D., M.P.H.

Richard G. Vile, Ph.D.

Primary Sponsorship/Exhibit Contact

Kathy Fuqua, Education Administration Coordinator fuqua.kathy@mayo.edu

507-266-9815

General Sponsorship Information

Contact

Kathy Fuqua
Mayo Clinic School of Continuous
Professional Development (MCSCPD)
200 First St SW, Plummer 2-60
Rochester, MN 55905
Fuqua.kathy@mayo.edu
507-266-9815

Sponsorship Levels

Platinum	\$20,000	Silver	\$5,000
Gold	\$10,000	Exhibitor	\$1,500

See the following page for information regarding what is included with each sponsorship level.

Exhibitor Location Assignments

Every effort will be made to give exhibitors their first choice of location. In case of conflicting requests, priority will be determined on the basis of:

1. Sponsorship level
2. Date the application was received by MCSCPD
3. Space requested
4. Special needs of the exhibitors

Exhibit space assignments are made when full payment and paperwork are received. These SOLD locations will be updated on the conference website.

Exhibit Details & Schedule

Exhibitor set-up is Friday, October 14 between 3:00 - 6:00 p.m. or Saturday, October 15 between 6:00 – 7:00 a.m.
Exhibitor tear-down is Saturday, October 15 at 3:15 p.m. (you may tear down after the morning break if you wish)

Preliminary Exhibit Schedule (subject to change)

	Saturday, October 15
7:00 – 7:45 a.m.	Registration and Breakfast
07:45 - 8:15 a.m.	Welcome
8:15 – 10:05 a.m.	Translational Research / Immunotherapy
10:05 – 10:20 a.m.	Break
10:20 – 11:47 a.m.	Neurosurgery
11:47 a.m. – 12:32 p.m.	Lunch
12:32 – 1:36 p.m.	Neuroradiology
1:46 – 3:00 p.m.	Radiation Oncology
3:00 – 3:15 p.m.	Break
3:15 – 5:06 p.m.	Multidisciplinary Session
5:06 – 5:10 p.m.	Closing Remarks
5:10 p.m.	Adjourn

Sponsorship Levels

Platinum Sponsor \$20,000

- Complimentary exhibit space (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference)
- Four complimentary symposium registrations
- Symposium attendee list

Gold Sponsor \$10,000

- Complimentary exhibit space (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference)
- Two complimentary symposium registrations
- Symposium attendee list

Silver Sponsor \$5,000

- Complimentary exhibit space (table, two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference)
- Symposium attendee list

Exhibitor \$1,500

- One 6' tabletop exhibit table (two chairs, waste container, electrical access, Wi-Fi)
- Marketing (signage at the conference, recognition at the conference)
- Symposium attendee list

Unique Sponsorship Opportunities

Breakfast	\$4,000	(1) Available
Lunch	\$5,000	(1) Available
A.M. Break	\$2,500	(1) Available
P.M. Break	\$2,500	(1) Available

Breakfast \$4,000

- Recognition signage at the entrance to the breakfast area
- Opportunity to provide approved branding at tables

Lunch \$5,000

- Recognition signage at the entrance to the lunch area
- Opportunity to provide approved branding at tables

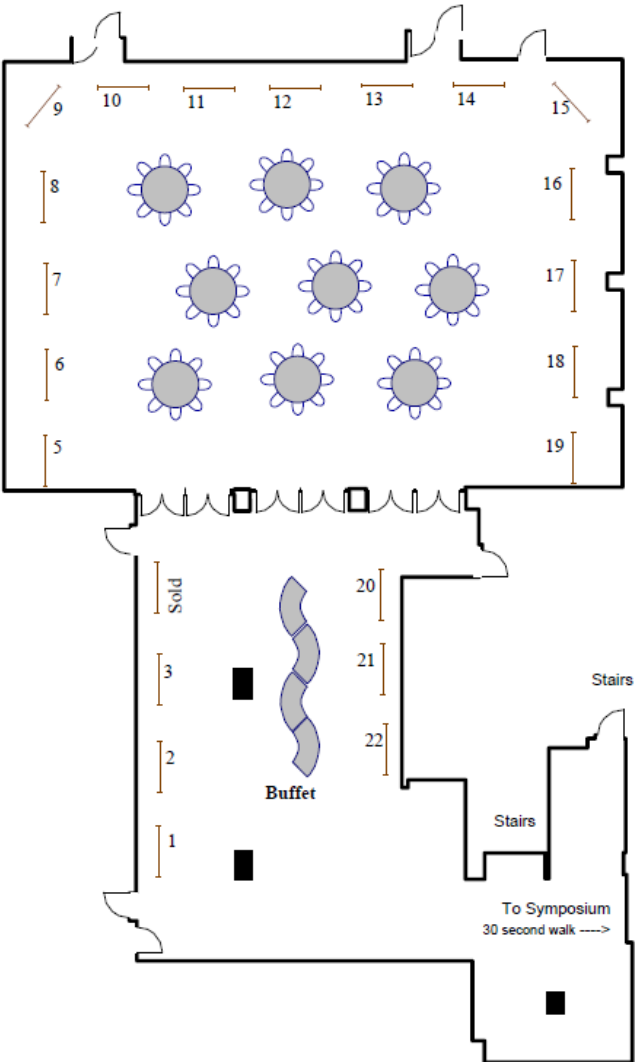
AM or PM Break \$2,500 each

- Recognition signage at the entrance to the break area
- Opportunity to provide approved branding at tables

Exhibit Space Diagram

The diagram will be updated on the [conference website](#) when spaces are reserved.

Mayo Clinic Pediatric Neuro-Oncology
Exhibit Diagram
Rochester Marriott Ballroom



Lodging Accommodations

[Rochester Marriott Mayo Clinic Area](#)

101 First Avenue SW

Rochester, Minnesota 55902

Rochester Marriott Mayo Clinic Area is offering a reduced room rate for attendees of \$139 plus tax. Reserve your room before September 30, 2022 in order to receive a discounted rate (limited number available). Please identify yourself as a participant of the Mayo Clinic Pediatric Neuro-Oncology Symposium when making your reservation.

Reservations: (800) 228-9290 or (507) 280-6000 or [online in the group block](#).



Rules & Regulations

In applying for exhibit space, exhibitors agree to abide by the following regulations:

Exhibit Regulations:

- Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its assigned space.
- Attire of exhibit personnel should be consistent with the professional atmosphere of the conference.
- Demonstrations by exhibitors may not interfere with normal traffic flow nor infringe on neighboring exhibits. Demonstrations are not permitted outside of the exhibitor's assigned space.
- Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor's space.
- Canvassing or marketing of any products or services in any part of the meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.
- Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.
- It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

CME Guidelines Related to Educational Grants, Exhibit Space and Promotional Activities:

In compliance with ACCME Standards for Commercial Support, arrangements for commercial exhibits or advertisements cannot influence or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

- Exhibit and other promotional fees shall be separate and distinct from educational grants/commercial support.
- All exhibitors must be in a room or area separate from the education and the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity.
- Company representatives must refrain from holding any commercial discussions in the educational classroom. All promotional activities including interviews, demonstrations, and the distribution of literature or samples must be made within the exhibitor's space. Canvassing or distributing promotion materials outside the exhibitor's rented exhibit space is not permitted.
- Commercial interest representatives that have paid a conference registration fee may attend CME activities for the sole purpose of the representatives' own education. However, they may not engage in sales or marketing activities while in the educational classroom.

Liability:

Mayo Clinic School of Continuous Professional Development, the employees thereof, nor their representatives, nor any member of the Conference Committee or Rochester Marriott shall be responsible for injury, loss, or damage that may occur to the Exhibitor or their property from any cause whatsoever, prior to, during, or subsequent to the period of the Exhibit. The Exhibitor agrees to indemnify, the Mayo Clinic Continuous Professional Development and Rochester Marriott and their employees, volunteers, and committees from any and all claims for loss, damage, or injury. Exhibitors are encouraged to insure themselves against property loss or damage, and against both general and personal liability.

Exhibitor understands and agrees that, for the safety of conference participants, Exhibitor shall not perform any procedures on or provide any services to conference participants that are either invasive or are customarily performed in a practitioner's office.

Terms and Conditions

The Contract

1. The term 'organizer' refers to Mayo Clinic School of Continuous Professional Development (MCSCPD).
2. The terms 'sponsor' and 'exhibitor' include any person, firm, company, corporation, or association and its employees and agents identified on the Sponsor/Exhibitor Registration Form and/or Exhibitor Agreement.
3. A 'contract' is formed between the organizer and sponsor and/or exhibitor when the organizer accepts the signed Sponsor/Exhibitor Registration Form and/or Exhibitor Agreement.
4. The organizer reserves the right to refuse a registration or prohibit any sponsor or exhibitor from participating without providing a reason for such refusal.
5. The organizer reserves the right to change the exhibitor layout if necessary. Exhibitors will be notified of any changes.
6. The organizer may refuse without limitation to permit activity within the exhibit area or may require particular activities to stop at their discretion.
7. The organizer may determine the hours during which the sponsor and/or exhibitor will have access to the exhibit area for setting up and tearing down.
8. The organizer will specify conditions relating to the movement of goods and displays, prior, during, and after the exhibit times.
9. The organizer will not accept liability for loss or damage of equipment delivered, displayed, or used by the exhibitor at the venue.
10. The organizer and the organizing committee reserve the right to change any part of the prospectus.

Obligations and Rights of Sponsors/Exhibitors

11. The exhibitor must ensure that all payments are made seven days prior to the conference load in date.
12. The exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibit area.
13. The exhibitor acknowledges that the organizer will not be able to provide assistance in tracking lost deliveries.

Storage of Goods

14. Each exhibitor must make provisions for the safeguarding of their goods, materials, equipment and display items. No formal security is hired for this meeting.

Payment and Cancellation

15. To confirm your space, full payment must be received with the Sponsor/Exhibitor Registration Form.
16. Cancellation must be made in writing via an email sent to: Reed.julie1@mayo.edu
17. The Sponsor and Exhibitor cancellation fees are as follows:
 - The organizer will retain 50% of the total amount contracted cost if cancellation occurs on or before July 14, 2022.
 - The organizer will retain 75% of the total contracted cost if the cancellation occurs between July 15 and September 15, 2022.
 - The organizer will retain 100% of the total contracted cost if the cancellation occurs after September 16, 2022.

Sponsor/Exhibitor Registration

Sponsor/Exhibitor Information

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email: _____

Sponsorship Level

- Platinum **\$20,000** Silver **\$5,000**
 Gold **\$10,000** Exhibit Only **\$1,500**

Exhibit table location preference:

1st choice: ____ 2nd choice: ____ 3rd choice: ____

Unique Sponsorship Opportunities

- Breakfast **\$4,000**
 Lunch **\$5,000**
 AM Break **\$2,500**
 PM Break **\$2,500**

Payment Summary

Sponsorship Package Total \$ _____
Unique Sponsorship Opportunities \$ _____
Grand Total \$ _____

Payment Method

Make checks payable to:
Mayo Clinic
Mayo Clinic School of Continuous Professional Development
200 First St SW, Plummer 2-60
Rochester, MN 55905

Please identify **PedsNeuroOnc** on the check.

For payment by credit card or wire transfer, please call the MCSCPD Registrar at 800-323-2688. Please contact fuqua.kathy@mayo.edu if you require an invoice.

Payment Method

On behalf of Company name: _____

I confirm that I have read and understand the terms and conditions of my selected Sponsor/Exhibitor options as described on page 12-13 of this prospectus.

Signature: _____ Date: _____

Sponsorships and Exhibits are not confirmed until this Registration Form, Letter of Agreement, and payment are received.

Please send to:

Mayo Clinic, MCSCPD
200 First St SW, Plummer 2-60
Rochester, MN 55905

Reed.julie1@mayo.edu

ce.mayo.edu/pedsneuro2022

Sponsor and Exhibitor cancellation fees:

50% of the total amount contracted cost if cancellation occurs on or before July 14, 2022.

75% of the total contracted cost if the cancellation occurs between July 15 and September 15, 2022.

100% of the total contracted cost if the cancellation occurs on or after September 16, 2022.

MCSCPD Use Only Date Received: _____ Initials _____



**Mayo Clinic School of Continuous Professional Development
Sponsor & Exhibitor Agreement**

Activity Title	Pediatric Neuro-Oncology Symposium
Activity Number	22R01293
Location	Rochester Marriott Mayo Clinic Area, 101 First Avenue SW, Rochester, Minnesota 55902
Date	October 15, 2022

Agreement between: ACCREDITED PROVIDER: Mayo Clinic College of Medicine and Science – MCSCPD AND:

Company Name (Sponsor/Exhibitor) (as it should appear on printed materials)	
Exhibit Contact (if different then exhibit Rep.)	
Name(s) of Representative(s) exhibiting: (Maximum of two representatives allowed per exhibit)	
Address	
Telephone	
Email	
The named company wishes to Sponsor or Exhibit at this activity for the total amount of \$ _____	
Indicate what you are sponsoring below:	

Sponsor		
<input type="checkbox"/> Platinum \$20,000	<input type="checkbox"/> Gold \$10,000	<input type="checkbox"/> Silver \$5,000
Unique Sponsor Opportunities		
<input type="checkbox"/> Breakfast \$4,000	<input type="checkbox"/> Lunch \$5,000	
<input type="checkbox"/> AM Break \$2,500	<input type="checkbox"/> PM Break \$2,500	
Exhibitor		
<input type="checkbox"/> \$1,500		

I need power at my exhibit table.

I do not need power at my exhibit table.

Please list additional requests here: (please note: additional requests may incur additional fees)

TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at www.accme.org; SCS 4.2: “Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.” “For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. **Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.**”
- EXHIBITOR may only distribute educational promotional materials at their exhibit space. Distribution of non-educational items (pens, notepads, etc.), pharmaceuticals or product samples is prohibited.
- All exhibit fees associated with this activity will be given with the full knowledge of the PROVIDER. No additional payments, goods, services or events will be provided to the course director(s), planning committee members, faculty, joint provider, or any other party involved with the activity.

- Completion of this agreement represents a commitment and SPONSOR/EXHIBITOR is obligated to provide full payment of all amounts due under this agreement by September 16, 2022 unless otherwise agreed upon by the PROVIDER. PROVIDER reserves the right to refuse exhibit space to SPONSOR/EXHIBITOR in the event of nonpayment or Code of Conduct violation.
- The Sponsor and Exhibitor cancellation fees are as follows:
 - The organizer will retain 50% of the total amount contracted cost if cancellation occurs on or before July 14, 2022.
 - The organizer will retain 75% of the total contracted cost if the cancellation occurs between July 15 and September 15, 2022.
 - The organizer will retain 100% of the total contracted cost if the cancellation occurs after September 16, 2022.
- PROVIDER agrees to provide exhibit space and may acknowledge SPONSOR/EXHIBITOR in activity announcements. PROVIDER reserves the right to assign exhibit space or relocate exhibits at its discretion.

Note: All exhibitors must be approved by MCSCPD and this agreement is not binding until both parties have signed. MCSCPD maintains the right to refuse any exhibitor.

By signing below, I agree to the “Terms and Conditions” outlined on Page 1 of this Exhibitor Agreement (including ACCME Standards for Commercial Support):

The person signing below is authorized to enter into this agreement:

Exhibitor Representative Name	Signature	Date
Mayo Clinic Representative Name	Signature	Date

PAYMENT INFORMATION

Please indicate your method of payment:

PROVIDER **Federal Tax ID number is 41-6011702.**

Please remit check payable to: Mayo Clinic- Mayo Clinic School of CPD. Please identify name of course on the check stub.

<input type="checkbox"/> Check Make payable to: Mayo Clinic Mayo Clinic School of Continuous Professional Development 200 First St SW, Plummer 2-60 Rochester, MN 55905 Please identify PedsNeuroOnc on the check.	<input type="checkbox"/> Credit Card or Wire Transfer For payment by credit card or wire transfer, please call the MCSCPD Registrar at 800-323-2688 <i>Do not send credit card information via email or fax.</i>
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Complete and return this form along with your payment made to Mayo Clinic, Federal Tax ID# 41-6011702 before **September 16, 2022** to:

Kathy Fuqua, EAC
 200 First St SW, Plummer 2-60
 Rochester, MN 55905

T: 507-262-9815 E: Fuqua.kathy@mayo.edu

Mayo Clinic
200 First St SW
Rochester, MN 55905



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OCTOBER 15, 2022

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