



**North Central Section of the AUA**  
**Frequently Asked Questions:**  
*Industry-Sponsored Satellite Symposia*

**1. How are the dates and times of the timeslots distributed/chosen?**

*Timeslots are available on a first-commit, first-choice offering.*

**2. How many attendees should we expect and budget for at our symposium?**

*Breakfast timeslots will average 40-60 attendees and lunch timeslots will be larger with 50-80 in attendance, both dependent upon the speaker and topic.*

**3. What is the fee for the timeslot and what does that include?**

*The fee for the timeslot is \$30,000. Your fee includes reservation of the timeslot, the room rental fee, door drop privileges, pre-registration list, and recognition on signage and in program book.*

**4. What doesn't the symposium fee include?**

*The food and beverage items as well as audio/visual needs will be additional costs and paid directly to the hotel catering and meetings department. You will work directly with the hotel catering and meetings department for ordering and payment. The NCS Industry Relations department will provide a hotel contact name.*

**5. Are we allowed to set up our assigned room, as we need to?**

*Room set up depends on the specific configuration of the assigned room and the timeslot selected.*

**6. What is the best way for us to pre-register attendees for our symposium? Can we set up a table at the main registration area?**

*You may set up a pre-registration table near the main registration area or in front of your meeting space. You may start the pre-registration process on the first full*

*day of meeting registration or any day thereafter, up to, and including the actual symposium time and date.*

**7. Are we allowed to put up signage and/or directionals?**

*You may place one sign at the main registration area, one directly in front of the general session, and one at or near your assigned meeting space. Final placement depends on the rules of the hotel with regards to signage.*

**8. Do we get a pre-registration mailing list?**

*Yes. We will send you a pre-registration mailing list by email typically 30 days before the meeting date. NCS does not release its members' email addresses. The NCS Industry Relations department must approve all promotional pieces prior to distribution to the NCS members.*

**9. May we set up a door drop to send our invitations to meeting attendees? How do we set one up and how many should we plan for?**

*Yes. You may set up a door drop with prior approval of the invitation by the NCS Industry Relations department. You should plan for 300 for the door drop and another 200 at the registration desk area, as we will allow you to place them at the main registration area for distribution to attendees upon arrival.*

**10. Can we set up a link or online registration on the NCS website for our symposium?**

*You will not be able to place a pre-registration link on the NCS website. The best way to obtain pre-registrations is at your table, at the meeting before the event.*

**11. Can we use the NCS logo on our materials?**

*You cannot use the NCS logo on your promotional pieces nor can you say that your symposium is part of the NCS annual meeting. The verbiage that we will allow is, "This symposium is being held in conjunction with the North Central Section annual meeting."*

**12. Is an exhibit booth included in the fee?**

*Yes. An exhibit booth is included in the symposium fee if you are conducting a promotional program. A booth will not be included for a CME program. There is an additional exhibit fee of \$3,000 or you can select one of the Industry Partner levels available. See NCS Exhibitor Prospectus for more details.*

**13. Are there competing timeslots?**

*There are not competing programs during breakfast timeslots; however, there may be concurrent sessions during the lunch timeslots.*

**14. How long is a typical symposium timeslot?**

*Timeslots are typically one hour. Once the NCS Board of Directors approves the final program schedule, we will give you the exact time allotted.*

**15. What is the demographic of the attendees?**

*The North Central Section of the American Urological Association is composed of urologists from nine states of the northern Midwest of the United States: Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin.*

**16. How many overall attendees are expected at the NCS annual meeting?**

*Approximately 400 attendees are expected at the NCS Annual Meeting.*

**17. What is the approximate total of the NCS membership?**

*The NCS has 1,813 total members.*

**18. What is the deadline to submit an application to reserve a timeslot?**

*Timeslots are reserved on a first-commit, first-serve basis. Please contact the Industry Relations department prior to submitting your application to confirm availability.*

**19. Are there any publications where we can advertise our symposium prior to the meeting?**

*Your event will be listed in the meeting registration brochure, on the NCS website, and in the final program book. As part of your package when sponsoring a symposium, you will gain access to the pre-registration mailing list to promote your topic prior to the meeting. The NCS Industry Relations department must approve all promotional items prior to distribution.*

**20. Can we purchase a mailing list of the total membership/meeting attendees?**

*The total membership list is the property of the NCS and not sold, however, you will be sent the pre-meeting registration mailing list of the meeting attendees.*

**21. Does the NCS need to review and approve our invitations, door drop items, and signage prior to distribution?**

*Yes. You will need to email copies of all promotional pieces to the NCS Industry Relations department to either Mary Tully at [mary@wjweiser.com](mailto:mary@wjweiser.com) or Michelle Hoyt at [michelle@wjweiser.com](mailto:michelle@wjweiser.com). We will reply with an official approval.*

**22. What is the cost to provide an insert in the registration materials?**

*As a symposium sponsor, there is no additional fee to promote your event. While we won't include your collateral in the actual registration packet, we will distribute them at the main registration area to attendees upon arrival.*

**23. Does our symposium have to be CME accredited or can we do a promotional non-CME program?**

*The type of symposium (CME accredited or non-CME) is entirely your choice. It is not required by the NCS that your program be CME accredited. For additional details, please contact the NCS Industry Relations department at (847) 517-1544.*

**24. Is lead retrieval available for registration?**

*There is not a lead retrieval system available, however, you will be sent a pre-registration list approximately one month prior to meeting date and will also receive an updated attendee list upon your arrival at the meeting.*

*For more information about sponsoring a symposium, please contact:*

**NCS Industry Relations Department**  
1100 E Woodfield Road, Ste. 520  
Schaumburg, IL 60173  
(847) 517-1544

*Donna Kelly*  
Director, Industry Relations  
[donna@wjweiser.com](mailto:donna@wjweiser.com)

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*Mary Tully*  
Development Coordinator  
[mary@wjweiser.com](mailto:mary@wjweiser.com)



[www.ncsuaa.org](http://www.ncsuaa.org)

***To request a timeslot for your company, please complete the attached form and submit to Michelle Hoyt, Manager, Industry Relations, at the address or email provided above.***

***Thank you for your interest in the North Central Section in 2009!***



## 2009 Request for Industry Supported Satellite Symposia

Supporting Organization:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Grantor if different from Supporting Organization:

\_\_\_\_\_

If program will be CME accredited list

Provider \_\_\_\_\_

Topic and brief description

\_\_\_\_\_

Program Chair/ Speakers \_\_\_\_\_

*Time and space assigned on a first come, first serve basis.*

**Timeslots Available: Breakfast and Lunch, Times TBD, November 9-14, 2009 Scottsdale AZ**

Satellite Symposia Timeslot Fee payable to NCS is **\$30,000** and includes the timeslot, pre-registration list of meeting attendees, door drop, program listing, website promotion and room only. Supporting Organization is responsible for all other costs associated with the Satellite Symposium.

Third Party Company/Organizer:

\_\_\_\_\_

(Designated by supporting organization)

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please send your completed application to North Central Section Fed Tax ID 43-6046145**

Attn: Michelle Hoyt

Manager, Industry Relations

North Central Section

1100 E. Woodfield Rd, Suite 520

Schaumburg, IL 60173

DIRECT: 847-264-5946 MAIN: 847-517-1544 FX: 847-517-7229

[michelle@wjweiser.com](mailto:michelle@wjweiser.com)