



INDUSTRY SYMPOSIUM/EVENTS GUIDELINES

Companies offering industry-sponsored educational symposia must submit a written proposal, including session topic, goals, objectives, faculty, name, and description no later than **Friday, May 26, 2023**.

Each symposium must have a unique topic. Sponsors will be notified if there is a conflict. To include your information in the NHF pre-conference mailing in August, email blast and Conference Program, NHF must receive all materials by the deadline of **Friday, May 26, 2023**.

Access to Symposia/Networking Event Rooms

Companies will have access to symposia rooms two (**2**) hours prior the event (symposium/networking) start time. NHF cannot guarantee access to the space prior the 2 hours before the start time of the event.

Audio Visual

Companies must order their AV needs from NHF's exclusive AV Provider. Companies using a different AV provider will have to receive authorization from NHF's VP of Conference & Travel Services. NHF will charge an additional fee of **\$2,000** per symposium/networking event to companies that do not work with the conference AV provider.

Branding

Due to the tight schedule of sessions in the meeting rooms, corporate branding inside the meeting rooms is strictly limited to the following furnishings and must be removed within the 15-minute periods after the symposium/event:

Speaker's lectern: Companies may prepare company or product logo to be placed on the front side of the speaker's lectern. These are not adjustable in height.

Presidential/head table: Companies may prepare company or product logo to be placed against the presidential table.

All other corporate branding in the meeting rooms must be self-standing. It is the responsibility of the company holding an industry-sponsored educational symposium/networking event to remove all branding/easels within 15 minutes of the end of the symposium. NHF will charge an additional fee of \$1,000 for posters or self-standing branding not removed within 15 minutes of the end of the symposium/event.

Company Staffing

A maximum of **10** industry/company staff are permitted at the NHF Bleeding Disorders Conference venue outside of their designated symposium room:

- 2 of the 10-industry staff are permitted in the hotel lobby area to help guide attendees to your symposium
- 2 of the 10-industry staff are permitted at the entrance of the Convention Center area to help guide attendees to your symposium.
- 2 of the 10-industry staff are permitted outside of where your symposium room will be located.
- The other 4 staff members can float around the Convention Center.

No person representing a company shall block access of attendees to another company's symposium or other area of the hotel or Convention Center. This includes third-party entities representing your company. This will be strictly enforced. Violations can result in further action, including, but not limited to, a \$10,000 fine and/or restriction from hosting a symposium in the future.

Food & Beverage/AV/Electrical Utilities

Food service and provisions, electrical access and audiovisual equipment and services are an additional cost. The food and beverage station must be set up inside the symposium room, unless otherwise approved by NHF's VP of Conference & Travel Services.

Handouts/Documents for Distribution

Companies holding industry-sponsored educational symposia or networking events during NHF's Bleeding Disorders Conference may distribute flyers and other documents advertising their session/event. These materials can be distributed only within the boundaries of their Exhibit Booth (if applicable) and/or at the entrance of the session/event room or in the hallway just outside the room (30 minutes prior to the symposium/event). Promotional materials may also be distributed via a hotel room drop or bag insert (additional fees apply). NHF's Bleeding Disorders Conference logo must be used on all event invitations and posters.

Location, Setup and Breakdown

Industry-sponsored educational symposia and/or networking events will be held at the Gaylord National Resort and Convention Center. NHF will assign a meeting room with a maximum capacity of 300 people. Symposia on Friday and Saturday morning must end promptly at 9:00 am, with attendees, food and beverages, and any special equipment, cleared out of rooms by 9:45 am, as NHF educational sessions may take place in these rooms immediately afterward.

Session Name & Description

The topics, speakers and presentations are the sponsor's choice, but you must ensure that they provide objective information.

Symposium title/Session name: Industry Symposium will be listed as **Industry Symposium – Breakfast/Lunch/Dinner: tittle of symposium**. Please limit your symposium names to a max of 8 words

Description: limit your symposium description to max. 350 words.

NHF Symposia Photo Disclaimer

All industry-sponsored educational symposia promotions must have the following disclaimer (if applicable):

“This area is being used to photograph and record video and film footage in connection with promotional and publicity campaign of [Company Name]. If you do not wish to be photographed or to be recorded, please leave this location during the videotaping period.”

NHF Symposia Disclaimer

All industry-sponsored educational symposia promotions must have the following disclaimer:

“Unless otherwise noted, [NAME OF COMPANY], the sponsor of this industry-sponsored educational symposium/event, is solely responsible for its content, including any information presented or distributed during the event.

Note: All information disseminated in the Exhibit Hall, as well content that is presented in the industry-sponsored educational symposia and at company events, are funded by and are the sole responsibility of the exhibitors, sponsors, and industry-sponsored educational symposia organizers.

The National Hemophilia Foundation does not endorse particular treatment products or manufacturers; any reference to a product name is not an endorsement by NHF. NHF is not a regulatory agency and cannot make recommendations relating to safety of manufacturing of specific treatment products. For recommendations of a particular product, the regulatory authority in a particular country must make these judgments based on domestic legislation and national health policies.”

Posters/Signs

Companies hosting industry-sponsored educational symposia or networking events during NHF’s Bleeding Disorders Conference may advertise their symposium by displaying ten (10) self-standing posters, each no larger than 24” x 76”. Companies are only permitted to place self-standing signage/posters as follows:

A maximum of two (2) signs/posters at the entrance of the symposium room, which may only be up to one (1) hour prior to the start of the session and must be removed immediately afterward.

Eight (8) signs/posters around conference sessions area (locations to be assigned by NHF). Sponsors are prohibited from removing or moving the signage of other companies to place their own signage.

These 8 signs/posters can be displayed as follows:

- Morning symposium: Starting at 3:00 pm the preceding day
- Lunch symposium: Starting at 6:00 am on the symposium day
- Evening symposium: Starting at 1:00 pm on the symposium day
- NHF will charge an additional fee of \$500 for each poster displayed beyond the authorized areas or schedule.

For additional information, please refer to the Bleeding Disorders [Conference Rules and Regulations](#) Or contact NHF’s Conference & Travel Services Department.