



# ICCN ★ 2018

## Exhibit & Support Prospectus

31<sup>st</sup> International Congress of Clinical Neurophysiology (ICCN)  
of the International Federation of Clinical Neurophysiology (IFCN)

**Marriott Wardman Park, Washington, DC • May 1-6, 2018**

Co-Hosted by:

American Clinical Neurophysiology Society (ACNS) & Canadian Society of Clinical Neurophysiologists (CSCN)



## Welcome

The American Clinical Neurophysiology Society (ACNS) and the Canadian Society of Clinical Neurophysiologists (CSCN) are pleased to announce the 31st International Congress of Clinical Neurophysiology (ICCN) of the International Federation of Clinical Neurophysiology (IFCN) will be held May 1-6, 2018 in Washington, DC, USA.

The 31st ICCN program will include several of ACNS's signature courses, as well as courses and workshops planned by IFCN Member Societies and other prominent societies in clinical neurophysiology from the US and around the world.

Pre-Congress courses and workshops are designed to provide a solid review of the fundamentals and the latest scientific advances in both central and peripheral clinical neurophysiology.

Three days of general and concurrent Congress sessions will follow including honorary lectures, symposia, controversies sessions, platform presentations, and poster sessions.

The Congress will feature a number of opportunities for your company to be involved, to gain exposure and to showcase your products and services to more than 2,000 clinical neurophysiologists from around the world. From exhibits and advertising to delegate services and educational support, ICCN is happy to partner with you and your company to find just the right fit to meet your needs and to bring the latest industry information to ICCN delegates.

ACNS and CSCN are honored to co-host ICCN 2018 and to welcome colleagues to Washington, DC!

## Co-Hosting Societies:

American Clinical Neurophysiology Society (ACNS)  
Canadian Society of Clinical Neurophysiologists (CSCN)

## Partner Societies will hold their annual meetings in conjunction with ICCN:

American Clinical Magnetoencephalography Society (ACMEGS)  
International Society of Intraoperative Neurophysiology (ISIN)

## Supporting Societies have supported ICCN through organization of a satellite course and representation on the Scientific Advisory Board and Program Planning Committees:

American Society for Neurophysiological Monitoring (ASNM)  
Brain Stem Society  
Critical Care EEG Monitoring Research Consortium (CCEMRC)  
International League Against Epilepsy (ILAE)  
International Society of Peripheral Neurophysiological Imaging (ISPNI)

## Contributing Societies have contributed to ICCN via representation on the Scientific Advisory Board and Program Planning Committees:

American Autonomic Society (AAS)  
American Epilepsy Society (AES)  
ASET - The Neurodiagnostic Society  
Organisation of Societies for Electrophysiological Technology (OSET)

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## Organizing Committee of the International Congress (OCIC)

Mark Hallett, MD  
*IFCN President*  
*USA*

Paolo Rossini, MD, PhD  
*IFCN Past-President*  
*Italy*

Reinhard Dengler, MD  
*IFCN Treasurer*  
*Germany*

Yoshikazu Ugawa, PhD, MD  
*IFCN Secretary*  
*Japan*

Ulf Ziemann, MD  
*IFCN Editor-in-Chief*  
*Germany*

Marc R. Nuwer, MD, PhD  
*ICCN Convenor*  
*USA*

Peter Kaplan, MBBS, FRCP  
*ICCN Treasurer*  
*USA*

Francis Walker, MD  
*ICCN Secretary*  
*USA*

Aatif Husain, MBBS, MD  
*ICCN Program Committee Chair*  
*USA*

## Scientific Advisory Board

### Co-Chairs

Reinhard Dengler, MD (*Germany*)  
Aatif Husain, MBBS, MD (*USA*)

### OCIC

Mark Hallett, MD (*USA*)  
Paolo Rossini, MD, PhD (*Italy*)  
Reinhard Dengler, MD (*Germany*)  
Yoshikazu Ugawa, PhD, MD (*Japan*)  
Ulf Ziemann, MD (*Germany*)  
Marc Nuwer, MD, PhD (*USA*)  
Peter Kaplan, MBBS, FRCP (*USA*)  
Francis Walker, MD (*USA*)  
Aatif Husain, MBBS, MD (*USA*)

### IFCN Chapter Representatives

Fernando Cendes, MD, PhD (*Brazil*)  
Daniel Cibils Ferrari, MD (*Uruguay*)  
Renato Verdugo, MD (*Chile*)  
Don Sanders, MD (*USA*)  
Jae-Moon Kim, MD (*Korea*)  
Mingsheng Liu, MD (*China*)  
Shozo Tobimatsu, MD, PhD (*Japan*)  
Jonathan Cole, MA, MSc, DM (Oxon), FRCP  
(*United Kingdom*)  
Antonio Martins da Silva, MD, PhD  
(*Portugal*)  
Ivan Rektor, MD, CSc. (*Czech Republic*)

### Co-Hosting Society Representatives

John Ebersole, MD (*USA*)  
Charles Epstein, MD (*USA*)  
Mark Ross, MD (*USA*)  
Donald Schomer, MD (*USA*)  
Stephan Schuele, MD, MPH (*USA*)  
Jonathan Edwards, MD (*USA*)  
David Burke, MD, DSc (*Australia*)  
Liyang Chi, MD (*China*)

### Affiliate Society Representatives

Wolfgang Singer, MD (*USA*)  
Anto Bagic, MD, PhD (*USA*)  
Eli Mizrahi, MD (*USA*)  
Faye McNall, MEd, REEGT (*USA*)  
John McAuliffe, MD, MBA (*USA*)  
Josep Valls-Sole, MD (*Spain*)  
Cecil Hahn, MD, MPH (*Canada*)  
Jean Gotman, PhD (*Canada*)  
Andrea Szelenyi, MD, PhD (*Germany*)  
Lisa Hobson-Webb, MD (*USA*)

## Program Planning Committee

### Chair

Aatif Husain, MBBS, MD (*USA*)

### OCIC

Mark Hallett, MD (*USA*)  
Paolo Rossini, MD, PhD (*Italy*)  
Reinhard Dengler, MD (*Germany*)  
Yoshikazu Ugawa, PhD, MD (*Japan*)  
Ulf Ziemann, MD (*Germany*)  
Marc Nuwer, MD, PhD (*USA*)  
Peter Kaplan, MBBS, FRCP (*USA*)  
Francis Walker, MD (*USA*)  
Aatif Husain, MBBS, MD (*USA*)

### Local Organizing Committee

Frank Drislane, MD (*USA*)  
Gloria Galloway, MD, MBA (*USA*)  
Devon Rubin, MD (*USA*)  
Saurabh Sinha, MD, PhD (*USA*)

### Co-Hosting Society Representatives

Joshua Ewen, MD (*USA*)  
Susan Herman, MD (*USA*)  
Suzette LaRoche, MD (*USA*)  
Tobias Loddenkemper, MD (*USA*)  
Jaime Lopez, MD (*USA*)  
Alexander Rotenberg, MD, PhD (*USA*)  
William Tatum, DO (*USA*)

## ICCN Secretariat

[iccn2018@acns.org](mailto:iccn2018@acns.org)  
+1-414-918-9803

Megan M. Hille, CMP, CAE  
ACNS Executive Director  
[mhille@acns.org](mailto:mhille@acns.org)

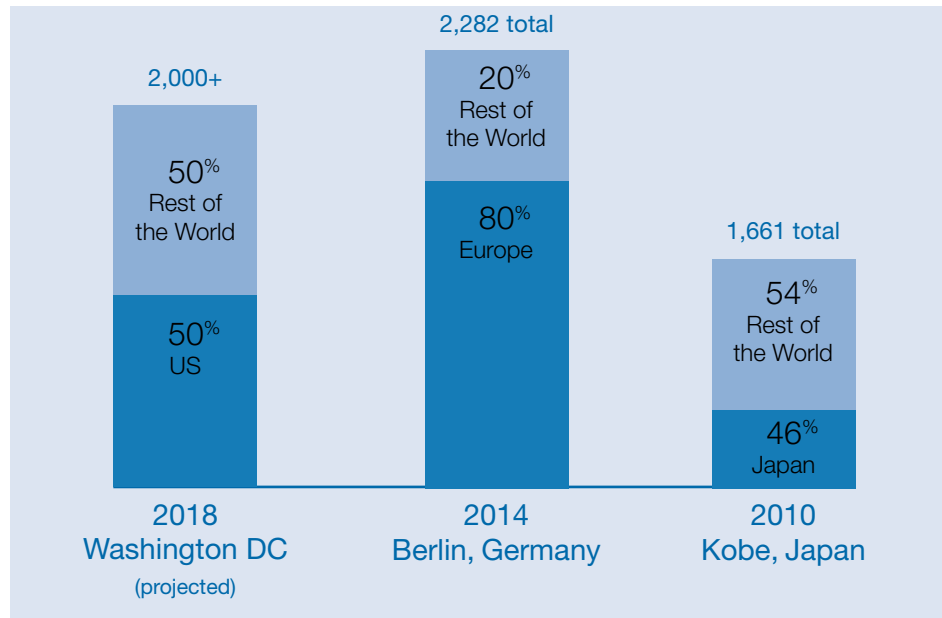
### Chapter Representatives

Byung-Jo Kim, MD, PhD  
(*Republic of Korea*)  
Ryusuke Kakigi, MD, PhD (*Japan*)  
Donald Sanders, MD (*USA*)  
Jose Tellez-Zenteno, MD, PhD, FRCP ©,  
CSCN (EEG) (*Canada*)  
Paulo Kimaid, MD, PhD (*Brazil*)  
Jorge Gutierrez MD, MSc (*Colombia*)  
Walter Paulus, MD (*Germany*)  
Jonathan Cole, MA, MSc, DM (Oxon), FRCP  
(*United Kingdom*)

### Affiliate Society Representatives

Peter Novak, MD, PhD (*USA*)  
Susan Bowyer, PhD (*USA*)  
Michael Sperling, MD (*USA*)  
John McAuliffe, MD, MBA, DABNM, FAAP  
(*USA*)  
Ryan Lau, R.EEG/EP T, CNIM, CLTM,  
FASET, MS (*USA*)  
Josep Valls-Sole, MD (*Spain*)  
Nicholas Abend, MD (*USA*)  
Jean Gotman, PhD (*Canada*)  
David MacDonald, MD, FRCP(C)  
(*Saudi Arabia*)  
Luca Padua, MD, PhD (*Italy*)  
Diana Tavares, BS, MS (*Portugal*)

## Who Will Attend?



ICCN 2018 will be attended by 2,000+:

- Neurologists, including specialists in epilepsy, neuromuscular disorders, sleep medicine, movement disorders, autonomic disorders, neuro ICU, neurophysiology, neuroimaging, and general neurologists;
- Neurophysiologists with special interests in EEG, EMG, evoked potentials, sleep medicine, autonomics, MEG, TMS, brain-computer interface, neuroimaging, intraoperative monitoring;
- Neurology and clinical neurophysiology trainees; residents, fellows and students;
- Neuroscientists - researchers in various central and peripheral neurologic disorders, neuromodulation, neurostimulation, brain connectivity, cognitive disorders;
- Technologists involved in a wide array of neurophysiologic tests - EEG, EMG, EP, IOM, Autonomics, MEG, TMS
- Affiliated personnel, such as nurses and business managers involved with the care of patients with neurologic illnesses.

## Who Has Supported Past Congresses?

- Pharmaceutical Companies
- Medical Supply and Equipment Companies
- Medical Publishers
- Universities and Colleges
- Associations and Non-Profit Organizations
- Government Organizations

## Plan Ahead to Maximize Your Exposure!

Sponsorship opportunities provide visibility for your organization, show support for the field of clinical neurophysiology, and can be tailored to meet the needs of your organization.

Your support allows the scientific program, which is organized by the ICCN Program Planning Committee, to provide attendees a forum for the latest research, reviews of current theory and practice, and hands-on, problem-based learning dedicated to neurophysiologic testing, neurophysiology/neuroanatomy of and neurophysiology in the treatment of diseases & neurologic conditions.

## Educational & Scientific Program Schedule

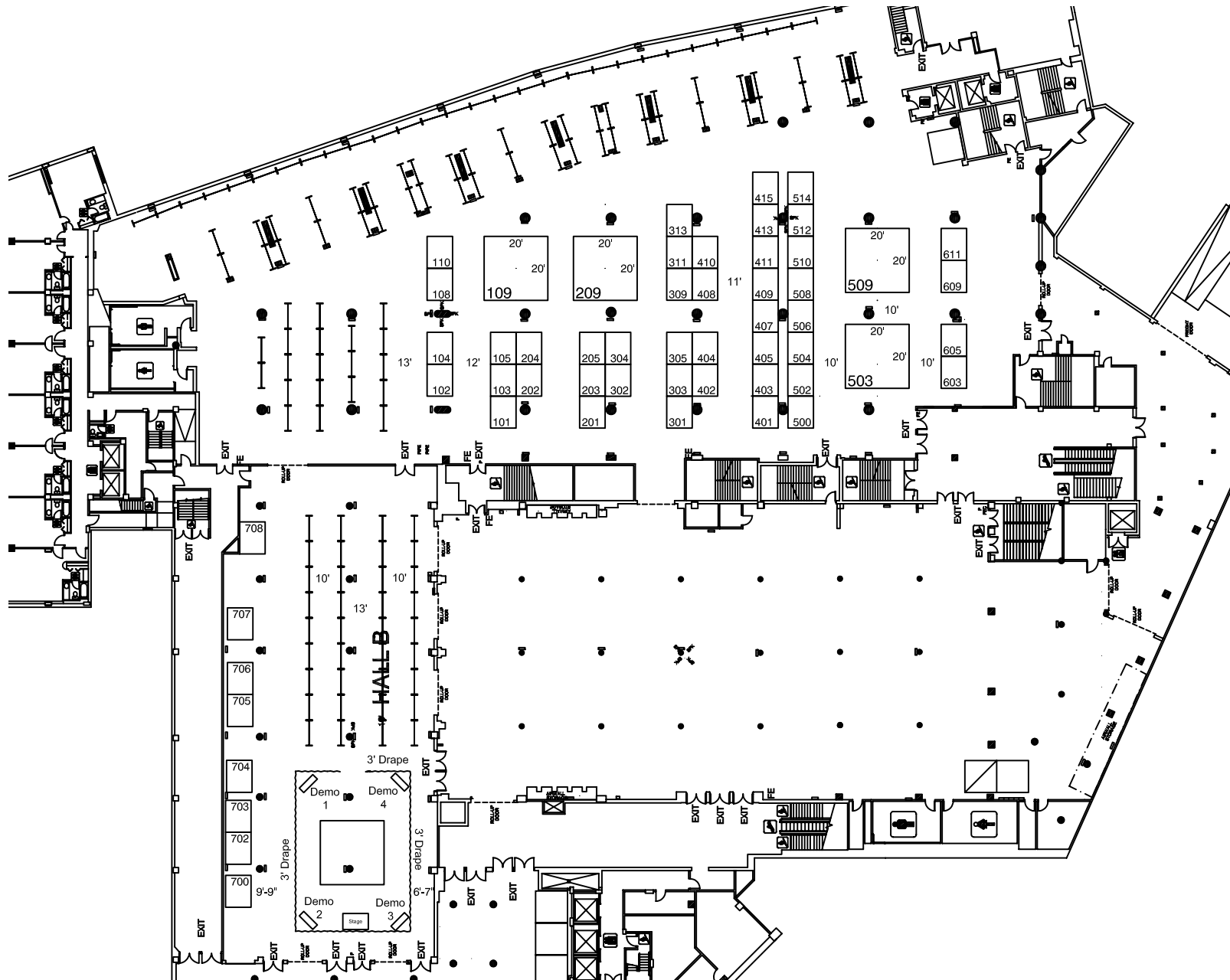
For a complete preliminary program, please visit <http://iccn2018.acns.org/program>.

	Tuesday May 1, 2018	Wednesday May 2, 2018	Thursday May 3, 2018	Friday May 4, 2018	Saturday May 5, 2018	Sunday May 6, 2018
Morning	Satellite & Courses	Satellite & Courses	Satellite & Courses <i>Planned in conjunction with the Supporting Societies</i>	Breakfast Product Theaters Scientific & Educational Symposia	Learning Labs Scientific & Educational Symposia	Scientific & Educational Symposia
Afternoon	<i>Planned in conjunction with the Supporting Societies</i>	<i>Planned in conjunction with the Supporting Societies</i>	Congress Opening Ceremonies Scientific & Educational Symposia	Scientific & Educational Symposia	Scientific & Educational Symposia	
Evening			Welcome Reception <i>ICCN Exhibit Hall</i>	Gala Reception <i>National Air &amp; Space Museum</i>	Faculty Dinner <i>(by invitation only)</i>	



## Exhibition Opportunities

	Description	Reach	Price	Reservation Date
Island booths	16x20' space	2,000+ meeting attendees	\$10,000	March 20, 2018
Corner booths	8x10' space on the end of a row	2,000+ meeting attendees	\$3,500	March 20, 2018
In-line booths <b>SOLD</b>	8x10' space in the middle of a row	2,000+ meeting attendees	<del>\$3,000</del> <b>SOLD</b>	March 20, 2018
Non-profit spaces	6' tables in a dedicated area of the exhibit hall	2,000+ meeting attendees	\$500	March 20, 2018
<b>Booth Traffic Promotions</b>				
Footprints/carpet markers to your booth	Decals placed on the floor of the exhibit hall, featuring your company's name, logo, or booth number. Supporter may design the markers, subject to approval by ICCN.	2,000+ meeting attendees	\$10,000	April 16, 2018
Pillar wraps	The Exhibit Hall features a number of pillars throughout, providing the perfect opportunity for your company to expand their exposure and drive more traffic to your booth. Supporter may design the graphics, subject to approval by ICCN.	2,000+ meeting attendees	\$5,000 per pillar	April 16, 2018
Exhibits Passport/Bingo Game	ICCN will sponsor a traffic-generating activity, designed to encourage meeting delegates to visit the Exhibit Hall and interact with vendors. A "bingo" card will be provided to delegates with their registration materials, and exhibitors will be provided with official game markers to certify that the delegate visited their booths. Those delegates who return completed cards will be entered into a raffle for prizes. Prizes will be provided by ICCN and ACNS, including complimentary ACNS membership and meeting registrations, and various books and other educational materials authored by ACNS members.  Companies wishing to donate prizes may also contact the ICCN Secretariat.	2,000+ meeting attendees	\$1,000 per space	April 2, 2018

# Exhibit Hall Floorplan



## Marketing/Advertising Opportunities

	Description	Reach	Price	Reservation Date
Breakfast Product Theaters	<p>This non-CME learning environment offers supporters the opportunity to extend their reach outside of the exhibit hall.</p> <p>Product Theaters are 60-minute sessions, programmed by the supporter, featuring their company's products, services and content of their choosing. Supporters are solely responsible for the costs of speakers* and materials.</p> <p>ICCN will assist in promotion of the Product Theaters, listing them in a special section of the Final Program, on the meeting mobile app, and in a broadcast email sent to delegates prior to the meeting. All additional promotion will be the responsibility of the company (ICCN suggests delegate bag inserts or door drops – see below!)*</p> <p>ICCN will provide meeting space in a classroom set and standard AV (laptop at podium, projector, screen, audio). Supporter will be allowed access to the room 60 minutes in advance and 30 minutes following the session. Breakfast will be provided by ICCN in a common area outside the theater rooms.</p> <p>Product theater space is limited and will be sold on a first-come, first-served basis determined by date of receipt of program fees.</p> <p><i>*Please refer to the Product Theater Terms &amp; Conditions on page 14.</i></p>	Up to 200 delegates each	\$25,000 each	March 20, 2018
 Learning Labs	<p>This non-CME learning environment offers supporters the opportunity to demonstrate their products to attendees in a more in-depth format. The Learning Labs are organized around themes within the field of clinical neurophysiology, with each theme open to 4-6 companies that offer products and/or services related to the topic. Each lab is a 4-hour block of time, with the first hour including an introduction and guided tour by a physician leader. The following Labs will be available for company participation (physician leaders listed below):</p> <ul style="list-style-type: none"> <li>• Ambulatory EEG (William O. Tatum, IV, DO, FACNS)</li> <li>• Source Imaging (Susan T. Herman, MD, FACNS)</li> <li>• Seizure Detection (Tobias Loddekember, MD, FACNS)</li> <li>• Neuromuscular Ultrasound (Francis O. Walker, MD, FACNS)</li> </ul> <p>Learning Labs will take place in a highly-visible area of the Exhibit Hall and will be promoted by ICCN. Participation will be open to all attendees at no charge.</p>	2,000+ meeting attendees	\$10,000 each	March 20, 2018
Delegate bags	2,000+ delegates will carry the meeting bag throughout the venue and all over Washington, DC bearing the name/logo of the supporter.	2,000+ meeting attendees	\$25,000	February 1, 2018
Delegate bag insert	<p>A great way to promote your exhibit booth, Product Theater or Learning Lab!</p> <p>Place a one-page, 8½" x 11" flyer inside the ICCN delegate bags. Production of materials is the responsibility of the supporter, and materials must be received in the ICCN Secretariat office by April 2. ICCN asks that all deliveries comply with PhRMA, AdvaMed and ACCME guidelines and all messages must be pre-approved by the ICCN Secretariat.</p>	2,000+ meeting attendees	\$5,000 each	April 2, 2018
 Hotel key cards	Customized guest room keys at the Marriott Wardman Park will bear the logo and tagline of a single supporter. Graphics must be preapproved by the ICCN Secretariat.	700+ delegates staying at the HQ hotel	\$15,000	

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## Marketing/Advertising Opportunities, continued

Door drops	A great way to promote your exhibit booth, Product Theater or Learning Lab! Deliver your message directly to ICCN delegate guest rooms. Production of materials is the responsibility of the supporter, and materials must be received in the ICCN Secretariat office by April 2. ICCN asks that all deliveries comply with PhRMA, AdvaMed and ACCME guidelines and all messages must be pre-approved by the ICCN Secretariat.	700+ delegates staying at the HQ hotel	\$7,500 each	April 2, 2018
Mobile App Advertising				
Sole Mobile App Supporter	The increasingly popular mobile app is a great way to put your company's name and logo in front of attendees as they refer to the app before and during ICCN 2018. The ICCN 2018 mobile app will include a full meeting program, poster abstracts and general information about the meeting and host city. A sole supporter will be acknowledged and with banner graphics that appear on non-program pages.	More than half (based on past mobile app metrics), or approximately 1,000+ delegates who download and use the app	\$25,000	April 16, 2018
Banner Ad	Multiple banner ads will rotate on non-program pages, acknowledging supporting companies.		\$5,000	April 16, 2018
Highlighted Exhibitor	Draw additional attention to your exhibit booth by highlighting it on the ICCN meeting app. Highlighted exhibitors will appear on the app, differentiated with graphics and or/fonts.		\$2,500	April 16, 2018
Print Program Advertising				
Back Cover	Artwork specifications for covers and full pages: <ul style="list-style-type: none"> <li>• Dimensions: 8 ¾" x 11 ¼" (with bleeds)</li> <li>• Finish Size: 8 ½" x 11"</li> <li>• Color: CMYK</li> <li>• File Format: <ul style="list-style-type: none"> <li>– High resolution (at least 300 dpi)</li> <li>– PDF, TIF, JPG or EPS</li> </ul> </li> </ul>	2,000+ meeting attendees	\$10,000	March 20, 2018
Inside front cover			\$7,500	March 20, 2018
Inside back cover			\$7,500	March 20, 2018
Full page inside			\$1,500	March 20, 2018
Notes pages			\$2,500	March 20, 2018

## Meeting/Delegate Services

	Description	Reach	Price	Reservation Date
Metro passes	The Marriott Wardman Park is located steps away from a Metro station, and with 1-day Metro passes, ICCN delegates will have convenient access to everything Washington, DC has to offer. The SmartTrip cards may be branded with the supporter's logo and will be available at either the ICCN registration desk or the sponsor's exhibit booth for the duration of the Congress.	2,000+ meeting attendees	\$50,000	March 20, 2018
Wireless Internet	Help ICCN delegates stay in touch and informed by providing wireless Internet throughout the Congress meeting space. A single supporter may brand access/password cards with their name and tagline or mission statement, if desired (subject to ICCN Secretariat approval) and will also be acknowledged in the program materials.	2,000+ meeting attendees	\$20,000	March 20, 2018
Charging stations	Provide delegates with a way to charge their electronics by supporting the charging station. The station will be open to multiple supporters. Corporate supporters' company name will be displayed on each station.	2,000+ meeting attendees	\$10,000	March 20, 2018

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## Meeting/Delegate Services, continued

	Description	Reach	Price	Reservation Date
Attendee lounge	A place for ICCN delegates to relax and share conversation or catch up on email. The supporters' company name will be displayed on signage and in program materials.	2,000+ meeting attendees	\$10,000	April 16, 2018
Message/ Announcement board	A central location for delegates to leave and retrieve messages, the (non-electronic) message board will bear a single supporter's name and tagline. Notepaper will also be provided with the supporter's logo.	2,000+ meeting attendees	\$5,000	April 16, 2018
Breakfasts	Continental breakfast will be served Tuesday, Wednesday, and Thursday mornings. As a supporter of one of the daily breakfasts, your company will be identified on signage as well as in Final Program materials.	2,000+ meeting attendees	\$7,500 per day	March 20, 2018
Lunches	Lunches will be provided for delegates on Thursday, Friday and Saturday in the exhibit hall. As a supporter of the boxed lunches, your company will be identified on signage as well as in Final Program materials. If possible, catering stations may be strategically placed in proximity to the supporters' booth.	2,000+ meeting attendees	\$50,000	March 20, 2018
Coffee breaks	As a supporter of one of the breaks, your company will be allowed to include educational materials in the beverage break areas to draw attendees to your booth.	2,000+ meeting attendees	\$10,000	March 20, 2018

## Social Events

	Description	Reach	Price	Reservation Date
Welcome Reception	Delegates will gather in the Exhibit Hall on the evening of Thursday, May 3, following the first day of the ICCN Congress program to reconnect with colleagues and enjoy food and beverages upon their arrival to Washington. Supporters' booths will be highlighted during the reception and the companies will be acknowledged in the Final Program.	2,000+ meeting attendees and registered guests	\$25,000	March 20, 2018
Gala Reception	<p>Either a sole supporter or multiple companies will have the opportunity to support the Gala Reception on Friday evening, May 4.</p> <p>The reception is open to ICCN delegates and their guests and will be held at the National Air &amp; Space Museum, which houses the largest collection of historic aircraft and spacecraft in the world.</p> <p>Sole supporters will be acknowledged on signage throughout the museum, on event tickets, on napkins used during the event and in the Final Program. Five (5) tickets to the reception are included for company personnel.</p> <p>In lieu of a sole supporter, multiple companies will have the option to support and brand various portions of the event, including cocktail napkins, food stations, gobo lights inside the museum entrance or the IMAX movie theater, which will be made available for guests to enjoy. Support of these items includes two (2) tickets to the reception for company personnel.</p>	750 tickets available to meeting attendees & registered guests	<p>\$75,000 for exclusive support</p> <p>Gobo light of logo - \$15,000</p> <p>IMAX movie - \$15,000</p> <p>Food station - \$10,000 per station</p> <p>Cocktail napkins - \$10,000 per bar station</p>	April 16, 2018
Faculty Dinner	<p>In appreciation of their contributions to the Congress, speakers and their guests will be invited to a faculty dinner on Saturday, May 5.</p> <p>A sole supporter will be acknowledged on signage on shuttles to and throughout the restaurant, and on cocktail napkins used during the event. Four (4) tickets to the dinner are included for company personnel.</p>	Approximately 200 speakers, including award recipients, plenary and guest lecturers and symposia and course speakers	\$35,000	April 16, 2018

## Educational Support

	Description	Reach	Price	Reservation Date
Unrestricted Educational Grant	By providing an educational grant in any amount, your company can help off-set ICCN expenses, and help keep meeting registration fees low.	2,000+ meeting attendees	Any amount	March 20, 2018
Opening Ceremonies	The Opening Ceremonies General Session will kick off the ICCN program on Thursday, May 3, including a celebration of the 50th anniversary of the IFCN and the IFCN Presidential/Jasper Lifetime Achievement Award Address by Mark Hallett, MD, FACNS.  A single company is invited to exclusively support the Opening Ceremonies. As the sole supporter, your company name will be displayed on the screen prior to the start of the opening general session, and your company will be acknowledged in the Final Program.  Content of this session is controlled entirely by ICCN.	1,500+ expected attendance	\$25,000	March 20, 2018
General/Keynote Sessions	Unrestricted educational grants will be accepted to offset costs of these high-profile and high-attendance of sessions. Supporters will be acknowledged in Final Program materials and on signage outside the session. Content of sessions is controlled entirely by ICCN.	1,500+ expected attendance	\$20,000	March 20, 2018
Neurophys Bowl	A mainstay of the ACNS Annual Meeting program, the Neurophys Bowl pits colleagues against one another in a two-round of battle of Clinical Neurophysiology knowledge.  Supporters will be acknowledged in Final Program materials and on signage outside the session. Content of the session is controlled entirely by ICCN.	1,500+ expected attendance	\$15,000	March 20, 2018
Scientific Symposia/ Educational Teaching Sessions	Unrestricted educational grants will be accepted to offset faculty and AV costs. Supporters will be acknowledged in Final Program materials and on signage outside the session. Content of sessions is controlled entirely by ICCN.	250 - 400 expected attendance	Any amount	March 20, 2018
Satellite Programs/ Courses	Unrestricted educational grants will be accepted to offset faculty and AV costs. Supporters will be acknowledged in Final Program materials and on signage outside the session. Content of sessions is controlled entirely by ICCN.	100 - 300 expected attendance	Any amount	March 20, 2018
Poster Session	Approximately 400 posters will be displayed over the course of the Congress, and dedicated time is set aside each day for delegates to visit and discuss the work with the authors. Supporters will be acknowledged in the Final Program materials, promotional slides, and on signage in the poster area.	2,000+ meeting attendees	\$10,000	March 20, 2018
Travel Fellowships			\$1,500 per fellow	January 1, 2018

## Levels of Support Benefits

In addition to recognition specified in the description of each supported item, ICCN supporters will receive the following benefits, based on the company's total support contribution (including exhibit booth fees, advertising, and grants):

	Complimentary ICCN Registrations	Gala Reception tickets	Pre/post show mailing list	Company name listing on website, mobile app, meeting signage
Double Diamond \$100,000+	4	8	x	Largest
Diamond \$50,000+	3	6	x	Large
Platinum \$25,000+	2	4	x	Medium
Gold \$15,000+	1	2	x	Regular
Silver \$5,000+			x	Regular
Bronze Up to \$4,999				Regular

## Exhibits Rules & Regulations

### Exhibitor Application Information

To reserve an exhibit booth, complete the application and contract for exhibit space and return it with full payment to the ICCN Secretariat. Exhibit space is assigned based on the date the application and fees are received.

### Application Review

The ICCN Secretariat will review all exhibit applications to determine whether they satisfy basic criteria such as: whether the product/services described specifically relate to the practice of clinical neurophysiology, and whether the exhibit is of informational value to ICCN 2018 delegates. All determinations made by the ICCN Secretariat are final.

### Product/Service Descriptions:

Product and/or service descriptions will appear in the ICCN 2018 Final Program exhibitor directory. All descriptions should be in paragraph format, typed and no longer than 100 words. Descriptions longer than 100 words will be edited for length. Descriptions will be accepted until March 19, 2018. If an updated description is not received by March 19, 2018, the ICCN secretariat reserves the right to use a description submitted for a previous ACNS meeting or to include the company contact information without a description. Please attach description to the application or email it to [asenkbeil@acns.org](mailto:asenkbeil@acns.org).

### Standard Booth Furnishings

Island, corner and inline booth fees include:

- 8x10' pipe-and-drape booth with 8' back and 3' side walls
- One (1) 7" x 44" identification sign;
- Complimentary registration for two (2) company personnel;
- Acknowledgement in the ICCN 2018 Final Program materials and website.

Non-profit table fees include:

- One (1) 6' draped and skirted table;
- Two (2) chairs;
- One (1) 7" x 44" identification sign;
- Complimentary registration for one (1) organization personnel
- Acknowledgement in the ICCN 2018 Final Program materials and website.

### Exhibit Hours (subject to change)

Decorator Move-In / Exhibitor Move-In	TBD
Exhibits Open	Thursday, May 3 at 12:00pm
Exhibitor Strike	Saturday, May 5 at 6:00pm

### Exhibitor Relocation

If it becomes necessary to relocate an exhibitor after a space assignment has been made, the ICCN Secretariat will contact the company involved and every effort will be made to reassign the exhibitor to a similar space.

### Service Contractor

Heritage Exposition Services  
Main Line: (314) 534-8500  
Toll Free: 1 (800) 360-4323  
E-mail: [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com)

### Cancellation and Refunds

Requests for cancellation of reserved exhibits must be made in writing via email to [asenkbeil@acns.org](mailto:asenkbeil@acns.org). Written cancellation requests received on or before April 2, 2018 will receive a full refund, less a 25% administrative fee. Cancellations received on or after April 3, 2018 will forfeit the entire cost of the cancelled exhibit.

### Interruption or Prevention of Exhibition

Each exhibiting company is responsible for obtaining business interruption and property damage insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.

### Insurance

Each exhibitor is responsible for maintaining insurance against injury to person or damage to or loss of property in such amounts as the exhibitor shall deem adequate. Insurance protection will not be afforded to the exhibitor by ACNS, IFCN or the Marriott Wardman Park.

### Liability & Indemnification

The exhibitor will be fully responsible for any claims, liabilities, losses, damages, or expenses, including attorney's fees, relating to or arising out of any loss of injury to, or damage to any person or property of the exhibitor or any other property where such injury, loss or damage is incident to, arises out of or is in any way connected with the exhibitor's participation in the exhibition. The exhibitor shall protect, indemnify, hold harmless, and defend ACNS, IFCN or the Marriott Wardman Park, their officers, directors, agents or servants, and employees from and against any and all such claims, liabilities, losses, damages, and expenses, including attorneys' fees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the negligence or willful misconduct of ACNS, IFCN or the Marriott Wardman Park, their officers, directors, agents, or employees.

### Fire & Safety Regulations

Exhibitors must comply with all federal, state, and local fire building codes that apply to the facility.

### Labor Regulations

Exhibitors are required to conform to all local labor regulations.

### Smoking

Smoking is prohibited at the ICCN 2018.

### Interpretation & Application of Rules & Regulations

Show management reserves the right to: (a) reject for any reason, without explanation, any exhibit application submitted for the ACNS Annual Meeting & Courses; (b) reject, prohibit, restrict, or otherwise require modification of any exhibit for any reason; and (c) evict or bar any exhibitor whose exhibit, materials, or conduct is objectionable to show management for any reason. Violation of any regulations on the part of the exhibitor, its employees or agents shall void the right to occupy space, and such exhibitor will forfeit to the ICCN Secretariat all monies which may have been paid. Upon evidence of violation, management may re-enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which management may incur thereby.

## Breakfast Product Theater Rules & Regulations

### Program Entries

The ICCN Secretariat will include information on the product theaters both on the ICCN 2018 website in advance of the meeting, and as part of the Final Program distributed to delegates onsite. A Product Theater Details Form will be distributed to companies upon confirmation of participation and receipt of the fee. The form includes space for each company to indicate the title and topic of the product theater, the names of the instructors participating, and a brief description of the session.

Supporting companies will be responsible for providing specific information on their program no later than March 20, 2018. The ICCN Secretariat cannot guarantee that information received after March 20 will be included in Final Program materials. The ICCN Secretariat highly encourages product theater supporters to submit as much information as possible in advance for inclusion on the website and Final Program. Companies submitting thorough descriptions, including the names of instructors, report significantly higher attendance at similar programs.

### Product Theater Instructor Selection & Eligibility

- The sponsoring company is welcome to invite the instructors of their choice, and any number they wish.
- Either company personnel or physicians may serve as instructors.
- Faculty speaking in the ICCN 2018 program (including satellite programs, courses, symposia and teaching sessions) may serve as product theater instructors, as long as they do not receive compensation of any kind from product theater supporters.
- Product theater supporters are responsible for contacting chosen instructors to invite them to participate and then to communicate the names of confirmed instructors to the ICCN Secretariat. The ICCN Secretariat will *not* contact potential instructors and will assume that names submitted have been confirmed in advance.

### Promotion

Product theater supporters are welcome to promote their sessions using their own contacts or distribution channels in advance of ICCN 2018. However, all promotional materials, including both print and electronic messages, must be approved by the ICCN Secretariat prior to distribution. Please send a draft of the materials to [mhille@acns.org](mailto:mhille@acns.org) for prompt review.

Distribution of materials onsite is restricted to the company's own exhibit booth and other ICCN-sanctioned channels (delegate bag inserts, hotel room drops). Promotional materials may *not* be placed in session rooms or any other part of the meeting space without written consent from the ICCN Secretariat.

## Learning Labs Rules & Regulations

### Program Entries

The ICCN Secretariat will include information on the Learning Labs both on the ICCN 2018 website in advance of the meeting, and as part of the Final Program distributed to delegates onsite. A Learning Lab Details Form will be distributed to companies upon confirmation of participation and receipt of the fee. The form includes space for each company to provide a brief description of the product or service they will feature as part of the lab.

Supporting companies will be responsible for providing specific information on their program no later than March 20, 2018. The ICCN Secretariat cannot guarantee that information received after March 20 will be included in Final Program materials. The ICCN Secretariat highly encourages Learning Lab supporters to submit as much information as possible in advance for inclusion on the website and Final Program. Companies submitting thorough descriptions, including the names of instructors, report significantly higher attendance at similar programs.

### Learning Lab Instructor Selection & Eligibility

- The sponsoring company is welcome to invite the instructors of their choice, and any number they wish.
- Either company personnel or physicians may serve as instructors.
- Faculty speaking in the ICCN 2018 program (including satellite programs, courses, symposia and teaching sessions) may serve as Learning Lab instructors, as long as they do not receive compensation of any kind from Learning Lab supporters.
- Learning Lab supporters are responsible for contacting chosen instructors to invite them to participate and then to communicate the names of confirmed instructors to the ICCN Secretariat. The ICCN Secretariat will *not* contact potential instructors and will assume that names submitted have been confirmed in advance.

### Promotion

Learning Lab supporters are welcome to promote their sessions using their own contacts or distribution channels in advance of ICCN 2018. However, all promotional materials, including both print and electronic messages, must be approved by the ICCN Secretariat prior to distribution. Please send a draft of the materials to [mhille@acns.org](mailto:mhille@acns.org) for prompt review.

Distribution of materials onsite is restricted to the company's own exhibit booth and other ICCN-sanctioned channels (delegate bag inserts, hotel room drops). Promotional materials may *not* be placed in session rooms or any other part of the meeting space without written consent from the ICCN Secretariat.

## Meeting Conduct Guidelines

ICCN asks each of its supporters to adhere to the following guidelines regarding participation in ICCN 2018, as a courtesy to the co-hosting societies, their members and meeting delegates:

- No entertainment functions, meetings, courses or social functions may be scheduled to conflict with ICCN meeting program hours, activity hours, exhibit hours or social events.
- Entertainment and social functions must be in good taste and conform to the purpose of the meeting, as well as complying with all PhARMA, AdvaMed and Eucomed guidelines governing interaction with physicians.
- Exhibitors and supporters must obtain prior approval of the ICCN Secretariat for all special activities (entertainment, educational, social, promotional, etc.) held in conjunction with ICCN 2018. This shall apply to activities scheduled from 8:00am Tuesday, May 1, 2018 through 1:00pm Sunday, May 6, 2018. The Marriott Wardman Park will not make arrangements for function space without having received written approval from the ICCN Secretariat.
- Announcements and invitations addressed to members of the medical profession concerning such industry events should clearly indicate the name of the supporter and must in no manner imply directly or indirectly that the event is part of, endorsed by, or an official activity of, ICCN 2018, ACNS, or IFCN.

- Attendee lists provided by the ICCN Secretariat to meeting supporters, as part of the Benefits of Support outlined on page 12, are intended for one-time, meeting-related use only. All announcements and invitations addressed to ICCN 2018 delegates must be pre-approved by the ICCN Secretariat. Email lists may be used for the following ICCN 2018-related purposes:

- Promotion of Breakfast Product Theaters, Learning Labs or presence at ICCN 2018 as an exhibitor.
- Presence at ICCN 2018, including general invitation to exhibit booths or off-site activities in accordance with affiliate function guidelines.
- All blast emails must be approved by ICCN, specific instructions for approval will be sent to company representatives with the email list.

Emails should not include promotion of specific products or devices, including text or pictures, or courses not in conjunction with ICCN 2018.

- Announcements should not imply a product or company is endorsed by ACNS, IFCN or the ICCN Secretariat.
- General company news is appropriate if related to the presence at ICCN 2018; however, blast emails should not be a general promotion of the company.



## Exhibit Application & Contract Deadline for application: March 20, 2018

### Organization /Contact Information

Organization: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail (all exhibitor information will be sent to the e-mail address specified): \_\_\_\_\_

### Exhibit Table Application

Island booth @ \$10,000     In-line booths @ \$3,000 x \_\_\_\_\_

Corner booth @ \$3,500     Non-profit space @ \$500

### Booth Preferences (see p. 7 for floorplan)

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

### Complimentary Exhibitor Registration

Each company is allowed TWO complimentary registrations, with additional registrations charged at \$650 per individual.

1. Name: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Email: \_\_\_\_\_ (\$650)

4. Name: \_\_\_\_\_ Email: \_\_\_\_\_ (\$650)

5. Name: \_\_\_\_\_ Email: \_\_\_\_\_ (\$650)





## Exhibit Application & Contract Deadline for application: March 20, 2018

### Exhibit Directory Information

All information will appear in the Final Program exactly as it appears below. Company name will also appear on the booth identification sign, as below.

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### Product /Service Description

Submit, in 100 words or less, a description of the products, equipment, services or facility that will be exhibiting. ICCN 2018 reserves the right to edit text to conform to length limit. Description may also be emailed to: [asenkbeil@acns.org](mailto:asenkbeil@acns.org).

**Refund for Cancellation** Requests for cancellation of reserved exhibits and grants must be made in writing. Written cancellation requests received on or before April 2, 2018 will receive a full refund, less a 25% administrative fee. Cancellations received after April 2, 2018 will forfeit the entire cost of the cancelled exhibit.

### Signature of Agreement

Please retain a copy for your records.

You are hereby authorized to reserve space for the company/organization listed above in the exhibition of the ICCN 2018, May 3-5, 2018. We understand that the assigned space will be rented at the rate quoted in the prospectus. We understand further that all space must be paid in full upon completion of the application. If assigned space is not paid for in full at time application is submitted, it may be reassigned to another exhibitor at the discretion of ICCN. The exhibiting company agrees to abide by all rules and regulations governing exhibits set forth in the prospectus, which is made part of this contract by reference and fully incorporated herein.

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Exhibit Application & Contract Deadline for application: March 20, 2018

### Method of Payment

Applications will not be processed without payment and signature

Company Check – Make check payable to American Clinical Neurophysiology Society (in US Dollars, drawn on a US bank)

Credit Card (check one):  VISA  MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application with required payment to:

American Clinical Neurophysiology Society • Attn: Amanda Senkbeil, CMP • 555 E. Wells Street, Suite 1100 • Milwaukee, WI 53202

Phone: (414) 918-9803 • Fax: (414) 276-3349 • E-mail: [asenkbeil@acns.org](mailto:asenkbeil@acns.org)



