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.

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)

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!
Organizing Committee of the International Congress (OCIC)

Mark Hallett, MD
ICCN President
USA
Paolo Rossini, MD, PhD
ICCN Past-President
Italy
Reinhard Dengler, MD
ICCN Treasurer
Germany
Yoshikazu Ugawa, PhD, MD
ICCN Secretary
Japan
Ulf Ziemann, MD
ICCN Editor-in-Chief
Germany

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

Program Planning Committee

Chair
Aatif Husain, MBBS, MD (USA)

OCIC
Mark Hallett, MD (USA)
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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)

ICCN Secretariat
iccn2018@acns.org
+1-414-918-9803
Megan M. Hille, CMP, CAE
ACNS Executive Director
mhill@acns.org

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)
Liying 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 Vallis-Sole, MD (Spain)
Cecil Hahn, MD, MPH (Canada)
Jean Gotman, PhD (Canada)
Andrea Szelenyi, MD, PhD (Germany)
Lisa Hobson-Webb, MD (USA)
Who Will Attend?

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Attendees</th>
<th>Europe</th>
<th>Rest of the World</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Washington DC</td>
<td>2,000+</td>
<td>46%</td>
<td>54%</td>
</tr>
<tr>
<td>2014</td>
<td>Berlin, Germany</td>
<td>2,282 total</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>2010</td>
<td>Kobe, Japan</td>
<td>1,661 total</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>

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, autonmics, 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, Autonmics, 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](http://iccn2018.acns.org/program).

<table>
<thead>
<tr>
<th></th>
<th>Tuesday May 1, 2018</th>
<th>Wednesday May 2, 2018</th>
<th>Thursday May 3, 2018</th>
<th>Friday May 4, 2018</th>
<th>Saturday May 5, 2018</th>
<th>Sunday May 6, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
<td>Satellite &amp; Courses</td>
<td>Satellite &amp; Courses</td>
<td>Satellite &amp; Courses</td>
<td>Breakfast Product Theaters Scientific &amp; Educational Symposia</td>
<td>Learning Labs Scientific &amp; Educational Symposia</td>
<td>Scientific &amp; Educational Symposia</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Planned in conjunction with the Supporting Societies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Afternoon</strong></td>
<td>Planned in conjunction with the Supporting Societies</td>
<td>Planned in conjunction with the Supporting Societies</td>
<td>Congress Opening Ceremonies Scientific &amp; Educational Symposia</td>
<td>Scientific &amp; Educational Symposia</td>
<td>Scientific &amp; Educational Symposia</td>
<td></td>
</tr>
<tr>
<td><strong>Evening</strong></td>
<td></td>
<td></td>
<td>Welcome Reception ICCN Exhibit Hall</td>
<td>Gala Reception National Air &amp; Space Museum</td>
<td>Faculty Dinner (by invitation only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Reach</td>
<td>Price</td>
<td>Reservation Date</td>
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<tr>
<td>Island booths</td>
<td>16x20’ space</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>March 20, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corner booths</td>
<td>8x10’ space on the end of a row</td>
<td>2,000+ meeting attendees</td>
<td>$3,500</td>
<td>March 20, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-line booths</td>
<td>8x10’ space in the middle of a row</td>
<td>2,000+ meeting attendees</td>
<td>$3,000</td>
<td>March 20, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-profit spaces</td>
<td>6’ tables in a dedicated area of the exhibit hall</td>
<td>2,000+ meeting attendees</td>
<td>$500</td>
<td>March 20, 2018</td>
<td></td>
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<tr>
<td><strong>Booth Traffic Promotions</strong></td>
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</tr>
<tr>
<td>Footprints/carpet markers to your booth</td>
<td>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.</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>April 16, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pillar wraps</td>
<td>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.</td>
<td>2,000+ meeting attendees</td>
<td>$5,000 per pillar</td>
<td>April 16, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits Passport/Bingo Game</td>
<td>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.</td>
<td>2,000+ meeting attendees</td>
<td>$1,000 per space</td>
<td>April 2, 2018</td>
<td></td>
<td></td>
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</tbody>
</table>
## Marketing/Advertising Opportunities

<table>
<thead>
<tr>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast Product Theaters</strong>&lt;br&gt;This non-CME learning environment offers supporters the opportunity to extend their reach outside of the exhibit hall.&lt;br&gt;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.&lt;br&gt;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)!&lt;br&gt;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.&lt;br&gt;Product theater space is limited and will be sold on a first-come, first-served basis determined by date of receipt of program fees.&lt;br&gt;*Please refer to the Product Theater Terms &amp; Conditions on page 14.</td>
<td>Up to 200 delegates each</td>
<td>$25,000 each</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td><strong>Learning Labs</strong>&lt;br&gt;This non-CME learning environment offers supporters the opportunity to demonstrate their products to attendees&lt;br&gt;Learning Labs are organized around specific topics within the field of clinical neurophysiology, with each topic open to 4-6 companies who offer products and services related to the topic.</td>
<td>2,000+ meeting attendees</td>
<td>$10,000 each</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td><strong>Delegate bags</strong>&lt;br&gt;2,000+ delegates will carry the meeting bag throughout the venue and all over Washington, DC bearing the name/logo of the supporter.</td>
<td>2,000+ meeting attendees</td>
<td>$25,000</td>
<td>February 1, 2018</td>
</tr>
<tr>
<td><strong>Delegate bag insert</strong>&lt;br&gt;A great way to promote your exhibit booth, Product Theater or Learning Lab!&lt;br&gt;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.</td>
<td>2,000+ meeting attendees</td>
<td>$5,000 each</td>
<td>April 2, 2018</td>
</tr>
<tr>
<td><strong>Hotel key cards</strong>&lt;br&gt;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.</td>
<td>700+ delegates staying at the HQ hotel</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td><strong>Door drops</strong>&lt;br&gt;A great way to promote your exhibit booth, Product Theater or Learning Lab!&lt;br&gt;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.</td>
<td>700+ delegates staying at the HQ hotel</td>
<td>$7,500 each</td>
<td>April 2, 2018</td>
</tr>
</tbody>
</table>

*Please refer to the Product Theater Terms & Conditions on page 14.*

CONTACT US FOR MORE INFORMATION!
### Marketing/Advertising Opportunities, continued

<table>
<thead>
<tr>
<th>Mobile App Advertising</th>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Mobile App Supporter</td>
<td>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.</td>
<td>More than half (based on past mobile app metrics), or approximately 1,000+ delegates who download and use the app</td>
<td>$25,000</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Banner Ad</td>
<td>Multiple banner ads will rotate on non-program pages, acknowledging supporting companies.</td>
<td></td>
<td>$5,000</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Highlighted Exhibitor</td>
<td>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.</td>
<td></td>
<td>$2,500</td>
<td>April 16, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Program Advertising</th>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
</table>
| Back Cover | Artwork specifications for covers and full pages:  
- Dimensions: 8 ¾” x 11 ¼” (with bleeds)  
- Finish Size: 8 ½” x 11”  
- Color: CMYK  
- File Format:  
  - High resolution (at least 300 dpi)  
  - PDF, TIF, JPG or EPS | 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro passes</td>
<td>2,000+ meeting attendees</td>
<td>$50,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Internet</td>
<td>2,000+ meeting attendees</td>
<td>$20,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charging stations</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendee lounge</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Message/Announcement board</td>
<td>2,000+ meeting attendees</td>
<td>$5,000</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

continued on next page
### Meeting/Delegate Services, continued

<table>
<thead>
<tr>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfasts</td>
<td>2,000+ meeting attendees</td>
<td>$7,500 per day</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Lunches</td>
<td>2,000+ meeting attendees</td>
<td>$50,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Coffee Breaks</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>March 20, 2018</td>
</tr>
</tbody>
</table>

### Social Events

<table>
<thead>
<tr>
<th>Description</th>
<th>Reach</th>
<th>Price</th>
<th>Reservation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Reception</td>
<td>2,000+ meeting attendees and registered guests</td>
<td>$25,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Gala Reception</td>
<td>750 tickets available to meeting attendees &amp; registered guests</td>
<td>$75,000 for exclusive support</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Faculty Dinner</td>
<td>Approximately 200 speakers, including award recipients, plenary and guest lecturers and symposia and course speakers</td>
<td>$35,000</td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Description</td>
<td>Reach</td>
<td>Price</td>
<td>Reservation Date</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Unrestricted Educational Grant</td>
<td>2,000+ meeting attendees</td>
<td>Any amount</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Opening Ceremonies</td>
<td>1,500+ expected attendance</td>
<td>$25,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>General/Keynote Sessions</td>
<td>1,500+ expected attendance</td>
<td>$20,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Neurophys Bowl</td>
<td>1,500+ expected attendance</td>
<td>$15,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Scientific Symposia/Educational Teaching</td>
<td>250 - 400 expected attendance</td>
<td>Any amount</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Satellite Programs/Courses</td>
<td>100 - 300 expected attendance</td>
<td>Any amount</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Poster Session</td>
<td>2,000+ meeting attendees</td>
<td>$10,000</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Travel Fellowships</td>
<td>$1,500 per fellow</td>
<td></td>
<td>January 1, 2018</td>
</tr>
</tbody>
</table>
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):

<table>
<thead>
<tr>
<th>Levels of Support</th>
<th>Complimentary ICCN Registrations</th>
<th>Gala Reception tickets</th>
<th>Pre/post show mailing list</th>
<th>Company name listing on website, mobile app, meeting signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Diamond</td>
<td>4</td>
<td>8</td>
<td>x</td>
<td>Largest</td>
</tr>
<tr>
<td>$100,000+</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diamond</td>
<td>3</td>
<td>6</td>
<td>x</td>
<td>Large</td>
</tr>
<tr>
<td>$50,000+</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Platinum</td>
<td>2</td>
<td>4</td>
<td>x</td>
<td>Medium</td>
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<tr>
<td>$25,000+</td>
<td></td>
<td></td>
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<tr>
<td>Gold</td>
<td>1</td>
<td>2</td>
<td>x</td>
<td>Regular</td>
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<tr>
<td>$15,000+</td>
<td></td>
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<tr>
<td>Silver</td>
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<td></td>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>$5,000+</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bronze</td>
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<td>Regular</td>
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<tr>
<td>Up to $4,999</td>
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</tbody>
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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.

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

Cancellation and Refunds
Requests for cancellation of reserved exhibits must be made in writing via email to 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 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.

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**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 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.