



2007



2017

10th Anniversary

HOST & EXHIBITOR INFORMATION PACKET

CONNECT YOUR BRAND WITH PREVENTION, INTERVENTION, & TREATMENT PROFESSIONALS

THE MISSISSIPPI SCHOOL FOR ADDICTION PROFESSIONALS

THE MISSISSIPPI SCHOOL FOR ADDICTION PROFESSIONALS LAKE TERRACE CONVENTION CENTER HATTIESBURG, MS APRIL 25 – 28, 2017

DEADLINE: APRIL 8, 2017*

*TO BE INCLUDED IN PUBLICATIONS AND PRINTED MATERIALS, CONTRACT MUST BE RECEIVED BY
MARCH 7, 2017

HOST HOTELS

<p>Holiday Inn 10 Gateway Drive Hattiesburg, MS 39402 (601) 296.0302 <i>Rate: \$91/night Group Code: MSA</i> <i>CUT-OFF DATE: April 2ND</i></p>	<p>Candlewood Suites Hattiesburg 9 Gateway Drive Hattiesburg, MS 39402 601.264.9666 <i>Rate: \$91/night Group Code: MSA</i> <i>CUT-OFF DATE: April 2ND</i></p>
---	--

Overflow Hotels

HAMPTON INN
120 PLAZA DRIVE
HATTIESBURG, MS 39402
601.268.0606
RATE: \$109/NIGHT | GROUP CODE: MSA
CUT-OFF DATE: APRIL 4TH

HOME 2 SUITES OF HATTIESBURG
116 PLAZA DRIVE
HATTIESBURG, MS 39402
601.261.3800
RATE: \$99/NIGHT | GROUP CODE: MSS
CUT-OFF DATE: APRIL 4TH

WEBSITE: www.theMSSchool.ms.gov

FTC Prevention Services, LLC

PO Box 54742
Pearl, MS 39288

(601) 850.1709
FAX (601) 321.9328

Marc Fomby - Executive Director

January 15, 2017

Potential Exhibitors and Hosts,

We are excited to bring you The 10th Annual Mississippi School for Addiction Professionals on Tuesday, April 25th through Friday, April 28th at the Lake Terrace Convention Center in Hattiesburg, MS. We expect this year's conference to be even better, and we would like for you to take a moment to consider becoming a part of our event by being a host or exhibitor.

We could not continue the School without the support of our hosts and exhibitors each year. We encourage you to utilize this great event as an avenue to market your organization while also networking with other professionals in the field of substance use prevention, intervention, and treatment.

Enclosed with this letter, you will find this year's host and exhibitor information, as well as a map of the convention center. To register, please go online to reserve your spot. More information about the MS School can be found on our website, www.theMSSchool.ms.gov.

If you have any questions about hosting or exhibiting, please contact us at FTC Prevention Services at 601.850.1709, or email exhibitor@ftcpreventionservices.com

Sincerely yours,

Marc Fomby, CEO
FTC Prevention Services, LLC
Conference Coordinator
Mississippi School for Addiction Professionals

ABOUT THE MS SCHOOL

The Mississippi School for Addiction Professionals (The MS School) is the state-wide voice for prevention, intervention, and treatment specialist continuing education. The MS School works to establish quality standards for professional continuing education; influences the prevention, intervention, and treatment professions to improve behavioral and mental health care; and promotes public support for professional continuing education, research and practice in the fields.

CONNECT WITH YOUR MARKET

Put your brand in the hands of prevention, intervention, and treatment professionals.

Becoming a sponsor or exhibitor at The MS School lets you put your company's information directly into the hands of key decision makers in prevention, intervention, and treatment fields from across the state. Whether you're looking to increase your brand's recognition, build your client base, or even make on-site sales, The MS School gives you access to administrators, social workers, counselors, law enforcement, service providers, public health professionals, treatment professionals, prevention professionals, educators and more.

WHY HOST & EXHIBIT?

YOUR INVESTMENT WILL BENEFIT YOUR COMPANY BY:

- Directly targeting decision-makers
- Generating leads and building your client base by discovering untapped business opportunities
- Strengthening relationships with key customers
- Demonstrating the full value of your products and services



Host & Exhibit DETAILS

BUILD YOUR BRAND POWER AT THE MS SCHOOL!

LOCATION	CONFERENCE DATES	EXHIBIT DATES
LAKE TERRACE CONVENTION CENTER ~ HATTIESBURG, MS	APRIL 25-APRIL 28	APRIL 25-APRIL 28

SET-UP & REGISTRATION	EXHIBIT HOURS	BREAK-DOWN
TUESDAY, APRIL 25 TH 9:00A – 11:00A	TUESDAY, APRIL 25 TH 11:00A – 5:00P WEDNESDAY, APRIL 26 TH 7:30A – 7:00P THURSDAY, APRIL 27 TH 7:30A – 5:00P FRIDAY, APRIL 28 TH 8:00A – 12:00P	THURSDAY, APRIL 27 @ 5:00PM FRIDAY, APRIL 28 @ NOON

I. IMPORTANT DATES

MARCH 7TH - SUBMIT ORGANIZATION'S LOGO FOR PRINT MATERIAL. EMAIL TO EXHIBITS@FTCPREVENTIONSERVICES.COM.

MARCH 7TH - SUBMIT COMPLETED REGISTRATION INFORMATION TO BE INCLUDED IN PROGRAM BOOKLET.

APRIL 8TH - LAST DAY TO REGISTER AS EXHIBITOR (INFORMATION WILL NOT BE INCLUDED IN PROGRAM BOOKLET).

II. TABLE ASSIGNMENTS

EXHIBIT TABLE ASSIGNMENTS WILL BE MADE BY FTC PREVENTION SERVICES BASED UPON THE PAID EXHIBIT PACKAGE AND DATE CONTRACT IS RECEIVED. THE EXHIBIT APPLICATION DEADLINE IS APRIL 8TH. ALL HOST AND EXHIBIT PAYMENTS SHOULD BE RECEIVED NO LATER THAN MARCH 7TH TO BE INCLUDED IN THE CONFERENCE PROGRAM BOOK.

III. SHIPPING, RECEIVING AND PACKAGE HANDLING PROCEDURES

PACKAGES MAY BE DELIVERED TO THE CONVENTION CENTER WITHIN 5 DAYS OF THE DATE OF THE CONFERENCE. PACKAGES OF EXCESSIVE WEIGHT AND/OR VALUE MUST BE APPROVED FOR RECEIPT BY THE CONVENTION CENTER PRIOR TO SHIPPING. RECEIVING HOURS ARE 8:00A TO 4:00P MONDAY – FRIDAY. HOST/EXHIBITORS ARE RESPONSIBLE FOR SECURING ALL

INBOUND AND OUTBOUND SHIPPING ARRANGEMENTS. THERE IS NO ON-SITE SHIPPING AND RECEIVING DEPARTMENT.

CONFERENCE INBOUND SHIPMENTS:

THE FOLLOWING INFORMATION SHOULD BE ON ALL PACKAGES TO ENSURE PROPER DELIVERY:

ATTN: HOST/EXHIBITOR NAME
GROUP: THE MS SCHOOL
LAKE TERRACE CONVENTION CENTER
ONE CONVENTION CENTER WAY
HATTIESBURG, MS 39401

THE LAKE TERRACE CONVENTION CENTER, FTC PREVENTION SERVICES, OR THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH ARE IN NO WAY LIABLE FOR THE CONTENTS OF ANY PACKAGES SHIPPED INBOUND OR OUTBOUND FOR THE CONFERENCE.

IV. EXHIBIT EQUIPMENT

EACH EXHIBIT SPACE WILL INCLUDE ONE 6' DRAPED TABLE, TWO CHAIRS, UP TO TWO REPRESENTATIVE ID BADGES, AND COMPANY TABLE ID SIGNAGE.

V. DRAWINGS & GIVEAWAYS

DRAWINGS AND GIVEAWAYS BY EXHIBITORS ARE ENCOURAGED AT THE EXHIBIT TABLES. HOWEVER, EXHIBITORS ARE ALSO WELCOME TO PROVIDE

GIVEAWAYS OR GIFT ITEMS TO BE GIVEN AWAY DURING GENERAL SESSIONS. THE EXHIBITOR ASSUMES COMPLETE RESPONSIBILITY FOR ALL ASPECTS OF DRAWINGS OCCURRING AT THE EXHIBITOR'S TABLE, INCLUDING DELIVERY OF THE GIFT POST-EVENT IF THE RECIPIENT IS NO LONGER PRESENT AT THE CONFERENCE WHEN THE DRAWING TAKES PLACE. NAMES, ADDRESSES, AND OTHER ATTENDEE CONTACT INFORMATION COLLECTED VIA ENTRY FORMS MAY BE UTILIZED BY THE EXHIBITOR FOR FUTURE COMMUNICATION, PROVIDED THAT THE ATTENDEE HAS GIVEN PERMISSION AT THE TIME OF PROVIDING SUCH INFORMATION. ANY DRAWING FORMS SHOULD CONTAIN APPROPRIATE "OPT-IN" LANGUAGE FOR THIS EXPRESS PURPOSE.

VI. ELECTRICAL HOOK-UP

ELECTRICAL SERVICES WILL BE PROVIDED UPON REQUEST. PLEASE REFER TO "EXHIBITOR REGISTRATION FORM".

VII. INTERNET SERVICES

FREE WIRELESS INTERNET SERVICE WILL BE AVAILABLE TO EXHIBITORS. PLEASE NOTE THAT SERVICE MAY BE SLOW. FTC RECOMMENDS USING YOUR COMPANY AIR CARD FOR WIRELESS INTERNET SERVICE DURING DEMONSTRATIONS, IF APPLICABLE. THERE IS NO PROVISION FOR HARD WIRED INTERNET CONNECTIONS.

VIII. LOADING/UNLOADING ZONE

MATERIALS MAY BE LOADED/UNLOADED AT THE CONVENTION CENTER. WHEN YOU ARRIVE AT THE CONVENTION CENTER, PLEASE CHECK IN AT THE REGISTRATION DESK. YOU WILL BE PROVIDED ACCESS TO A DOLLY AND DIRECTED TO YOUR EXHIBITOR TABLE.

IX. EXHIBITOR ELIGIBILITY

FTC PREVENTION SERVICES RESERVES THE RIGHT TO DETERMINE THE ELIGIBILITY OF ANY COMPANY FOR INCLUSION IN THE CONFERENCE AND RESERVES THE RIGHT TO REJECT, AFFECT OR PROHIBIT ANY EXHIBIT IN WHOLE OR IN PART OR ANY EXHIBITOR OR HIS/HER REPRESENTATIVE. NO REFUND WILL BE MADE AS A RESULT OF REMOVAL.

X. EXHIBITOR RELOCATION

NO EXHIBITOR WILL BE ALLOWED TO ASSIGN, SUBLET OR SHARE THE SPACE ASSIGNED WITHOUT THE PRIOR WRITTEN CONSENT OF FTC PREVENTION SERVICES.

XI. EXHIBIT CONTRACT

THE EXHIBITOR AGREES TO INDEMNIFY AND HOLD HARMLESS FTC PREVENTION SERVICES, THE LAKE

TERRACE CONVENTION CENTER, THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH, THE MS SCHOOL CONFERENCE AND OFFICIAL CONFERENCE SERVICE CONTRACTORS FOR ANY CLAIM ARISING OUT OF ACTS OF NEGLIGENCE OF EXHIBITORS, THEIR AGENTS OR EMPLOYEES. EACH EXHIBITOR MUST KEEP AT LEAST ONE REPRESENTATIVE IN HIS/HER BOOTH DURING ALL CONFERENCE HOURS.

XII. LIABILITY

THE EXHIBITOR AGREES TO MAKE NO CLAIM FOR ANY REASON AGAINST FTC PREVENTION SERVICES, THE LAKE TERRACE CONVENTION CENTER, THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH, THE MS SCHOOL CONFERENCE AND ANY CONTRACTORS FOR LOSS, THEFT, DAMAGE OR DESTRUCTION OF GOOD, NOR FOR ANY DAMAGE TO HIS/HER BUSINESS BY REASON OF THE EXHIBIT; NOR FOR ANY INJURY TO HIMSELF/HERSELF OR EMPLOYEES; NOR FOR ANY ACTION OF ANY NATURE OF THE CONFERENCE, OR ITS' MEMBERS, OFFICERS, COMMITTEES, AGENTS OR EMPLOYEES.

XIII. ACCOMMODATIONS

EXHIBITORS QUALIFY FOR THE SPECIAL MS SCHOOL CONFERENCE ROOM RATES AT CONFERENCE HOTELS. IMPORTANT! MAKE YOUR RESERVATIONS EARLY! PLEASE RESERVE YOUR ROOM DIRECTLY WITH THE HOTEL. VISIT THE MS SCHOOL WEBSITE (WWW.THEMSSCHOOL.MS.GOV) OR REFER TO THIS PACKET FOR THE OFFICIAL DISCOUNTED CONFERENCE ROOM RATES, CODES AND CUT-OFF DATES. THE DISCOUNTED RATES WILL ONLY BE HONORED UNTIL THE CUT-OFF DATES.

XIV. SECURITY

EXHIBITOR UNDERSTANDS THAT NO ADDITIONAL SECURITY PRESENCE SHALL BE PROVIDED — EITHER DURING CONFERENCE HOURS OR OTHERWISE — IN THE EXHIBIT AREAS, BEYOND THE SECURITY PRESENCE PROVIDED BY THE HOST FACILITY. MINIMAL PRESENCE BY THE CONFERENCE STAFF WILL BE IN PLACE IN THE HOURS IMMEDIATELY SURROUNDING THE OPENING/CLOSING OF THE EXHIBIT AREAS EACH DAY. FTC PREVENTION SERVICES, THE MS SCHOOL, OR THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH SHALL NOT BE LIABLE FOR ANY DAMAGE OR THEFT TO THE EXHIBITOR'S DISPLAY OR PROPERTY.



Who should become a sponsor/exhibitor?

- Pharmaceutical Companies
- Book and software publishers
- Treatment Centers
- Prevention/Intervention programs
- Behavioral Healthcare Facilities
- Companies & institutions offering innovative products & services in prevention, intervention & treatment
- Public Health Agencies

PREMIUM SPONSORSHIP OVERVIEW

For Organizations Seeking Maximum Exposure

Host Activity	Key Benefits*	Investment	Quantity
<i>Luncheon</i>	<ul style="list-style-type: none"> • Signage with organization logo prominently displayed at the host event • Reserved table for your organization at the hosted event • Special acknowledgement during opening remarks and recognition throughout the conference 	\$5,500	2
<i>Networking/ Evening Event</i>	<ul style="list-style-type: none"> • One (1) Premium Exhibit Space including one (1) draped 6' table with electrical included • Eight (8) School Attendee Registrations for all four (4) conference days, meals, and events • Top logo placement in School booklet and hyperlink placement on MS School website 	\$5,500	1
<i>Deluxe Country Breakfast</i>	<ul style="list-style-type: none"> • Distribution of organization's brochure materials in registration packets • Logo display on convention center electronic marquee and plenary room projection screens 	\$5,500	1

CLASSIC SPONSORSHIP OVERVIEW

Host Activity	Key Benefits*	Investment	Quantity
<i>Continental Breakfast</i>	<ul style="list-style-type: none"> • Signage with organization logo prominently displayed at the host event • Reserved table for your organization at the hosted event • Special acknowledgement during opening remarks and recognition throughout the conference 	\$3,500	1
<i>Networking Break</i>	<ul style="list-style-type: none"> • One (1) Premium Exhibit Space including one (1) draped 6' table with electrical included • Six (6) School Attendee Registrations for all four (4) conference days, meals, and events • Priority Logo placement in School booklet and hyperlink placement on MS School website 	\$3,500	2
<i>Snack Break</i>	<ul style="list-style-type: none"> • Distribution of organization's brochure materials in registration packets • Logo display on convention center electronic marquee and plenary room projection screens 	\$3,500	4

**All event hosting packages include recognition by The MS School at the Opening Program Session, in the final program schedule, on a PowerPoint slide during breaks, and on signage prominently displaying your logo.*

THE MS SCHOOL EXHIBIT OPPORTUNITIES

Partnering with The MS School as a Host or Exhibitor is an excellent opportunity to receive maximum marketing exposure in addition to networking with other agencies and professional peers. With exclusive noncompeting hours, attendees have ample time to visit the exhibit area during The MS School. Exhibits in located in the pre-function area providing maximize exhibit exposure.



WHAT'S INCLUDED:

- Space with draped 6' table given on a first come, first served basis. Multiple spaces and a limited number of premium spaces are available for purchase. To find out more, call Pearl Fomby at 601-850-1709 to discuss options and prices.
- Complimentary Attendee Registrations are included with each exhibit registration, giving your staff access to over 15 cutting-edge sessions led by national and local prevention, intervention, and treatment experts, including access to the special sessions and networking events. Sponsorships have additional registration benefits.
- Quality, Dedicated Exhibit hours offer you valuable one-on-one contact with current and prospective clients.
- Networking Opportunities during events and breaks that are held in the exhibitor areas that draw attendees. In addition, an "exhibitor" passport is used to encourage interaction between exhibitors and attendees. And, exhibitors can attend and mingle with clients at two lunches, all foyer breaks and two informal breakfasts.
- Online Interactive list of exhibitors with description and contact information will appear on The MS School website, www.themsschool.ms.gov.

**Exhibitor badge valid in exhibit area only. Conference registrations must be purchased separately if permitted.*

EXHIBIT PACKAGES

Gold Exhibitor - \$2,500

Gold Level Exhibitor will provide your organization with excellent marketing exposure in addition to networking opportunities with other organizations, agencies, and professionals. This Exhibitor Level includes:

- Special acknowledgement during opening remarks and recognition throughout the conference
- One (1) Exhibit Space including one (1) draped 6' table
- Four (4) School Attendee Registrations for all four (4) conference days, meals, and events
- Logo placement in School booklet and hyperlink placement on MS School website
- Logo display on convention center electronic marquee and plenary room projection screens

Silver Exhibitor - \$1,500

Silver Level Exhibitor will provide your organization with great marketing exposure in addition to networking opportunities with other organizations, agencies, and professionals. This Exhibitor Level includes:

- Special acknowledgement during opening remarks and recognition throughout the conference
- One (1) Exhibit Space including one (1) draped 6' table
- Two (2) School Attendee Registrations for all four (4) conference days, meals, and events
- Logo placement in School booklet and hyperlink placement on MS School website
- Logo display on convention center electronic marquee and plenary room projection screens

Bronze Exhibitor - \$750

Bronze Level Exhibitor will provide your organization with marketing exposure in addition to networking opportunities with other organizations, agencies, and professionals. This Exhibitor Level includes:

- One (1) Exhibit Space including one (1) draped 6' table
- One (1) School Attendee Registrations for all four (4) conference days, meals, and events

Host & Exhibit REGISTRATION



SIGN UP ONLINE AT WWW.THEMSSCHOOL.MS.GOV OR COMPLETE PAGES 13-16 AND RETURN TO EXHIBITOR@FTCPREVENTIONSERVICES.COM.

PRIMARY CONTACT INFORMATION

NAME AND INFORMATION AS YOU DESIRE TO HAVE IT APPEAR ACKNOWLEDGING YOUR ORGANIZATION AND FOR INVOICING:

ORGANIZATION _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

DESIGNATED CONTACT _____

PHONE _____

EMAIL _____

HOST OPPORTUNITIES

<input type="checkbox"/> EVENING EVENT HOST (INCLUDES 8 TOTAL ATTENDEE REGISTRATIONS*)	\$5500
<input type="checkbox"/> LUNCHEON HOST (INCLUDES 8 TOTAL ATTENDEE REGISTRATIONS*)	\$5500
<input type="checkbox"/> DELUXE COUNTRY BREAKFAST HOST (INCLUDES 8 TOTAL ATTENDEE REGISTRATIONS*)	\$5500
<input type="checkbox"/> CONTINENTAL BREAKFAST HOST (INCLUDES 6 TOTAL ATTENDEE REGISTRATIONS*)	\$3500
<input type="checkbox"/> NETWORKING BREAK HOST (INCLUDES 6 TOTAL ATTENDEE REGISTRATIONS*)	\$3500
<input type="checkbox"/> SNACK BREAK HOST (INCLUDES 6 TOTAL ATTENDEE REGISTRATIONS*)	\$3500

EXHIBIT OPPORTUNITIES

<input type="checkbox"/> GOLD EXHIBITOR (INCLUDES 4 TOTAL ATTENDEE REGISTRATIONS*)	\$2500
<input type="checkbox"/> SILVER EXHIBITOR (INCLUDES 2 TOTAL ATTENDEE REGISTRATIONS*)	\$1500
<input type="checkbox"/> BRONZE EXHIBITOR (INCLUDES 1 TOTAL ATTENDEE REGISTRATION*)	\$750

DO YOU REQUIRE: ELECTRICAL CONNECTION
INTERNET CONNECTION

YES NO
 YES NO

WILL YOU PROVIDE A DOOR PRIZE/GIFT TO BE GIVEN AWAY IN GENERAL SESSION?

YES NO

PLEASE DESCRIBE THE PRIZE/GIFT HERE:

STAFF NAMES*

PLEASE REFER TO THE TABLE ABOVE FOR THE NUMBER OF WAIVED REGISTRATIONS PER SPONSOR/EXHIBITOR. **Please complete a conference registration @ www.themsschool.ms.gov for each attendee to be included in your host/exhibitor package, including your exhibitor table representative(s).*

1.	5.
2.	6.
3.	7.
4.	8.

PAYMENT INFORMATION

CHECK ENCLOSED, MADE PAYABLE TO FTC PREVENTION SERVICES

PURCHASE ORDER

PAYMENT BY CREDIT CARD (A 3% FEE WILL BE ADDED):

I AUTHORIZE YOU TO CHARGE: VISA MASTERCARD DISCOVER AMEX

PRINT NAME AS IT APPEARS ON CARD

CARD NUMBER

EXPIRATION

BILLING ADDRESS

ZIP CODE

SIGNATURE

MAKE CHECKS PAYABLE TO:

**NATIONAL COUNCIL ON
ALCOHOLISM & DRUG
DEPENDENCE**

PLEASE RETURN THIS
COMPLETED FORM WITH
PAYMENT TO:

**NCADD
ATTN: 10TH MS SCHOOL
875 NORTHPARK DRIVE, SUITE 600
RIDGELAND, MS 39157
601.899.5880**

EXIBITOR@FTCPREVENTIONSERVICES.COM

RETURN BEFORE APRIL 8, 2017 DEADLINE

COMMERCIAL SUPPORT POLICY

Policy: As **Continuing Education Services, LLC (CES)** accepts commercial support, **CES** must adhere to the credentialing agencies/organizations standards for industry support in continuing education activities at all times.

Definitions:

- A commercial interest is defined by CES as an entity either producing, marketing, reselling, or distributing health care goods or services consumed by, or used on patients, or that is owned or controlled by an entity that produces, markets, resells or distributes health care goods or services consumed by or used on patients. Exceptions are made for non-profit or government organizations and non-health care related companies.
- Commercial support is financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a continuing education (CE) activity.

Procedure:

1. Education must be kept separate from promotion.
2. Support may come in the form of an in-kind donation, unrestricted or restricted financial support, or an educational grant.
3. The commercial supporter may request that funds be used to support a specific part of a CE activity. **CES** may choose to accept the restriction or not accept the commercial support.
4. **CES** maintains responsibility for all decisions related to the CE activity as listed below:
 - a) This activity is for education purposes only and will not promote any proprietary interest of a commercial interest providing financial or in-kind support.
 - b) **CES** is responsible for all decisions related to the education activity. The commercial interest providing financial or in-kind support may **not** participate in any component of the planning process of an education activity, including:
 - Assessment of learning needs
 - Selection or development of content
 - Selection of planners, presenters, authors and/or content reviewers
 - Selection of teaching/learning strategies
 - Evaluation methods
 - c) **CES** will make all decisions regarding the disposition and disbursement of commercial support in accordance with the credentialing agencies/organizations criteria.
 - d) Commercial support will be disclosed to the participants of the education activity.
 - e) Commercial interest may not exhibit, promote or sell products or services during the introduction of a CE activity, while the activity takes place or at the conclusion of the activity, regardless of the format of the CE activity.
5. A provider of commercial support may **not** be on an educational planning committee, be a joint provider of the CE activity, or the provider of the CE activity.
6. **CES** is responsible for maintaining the integrity of the content presented. This will be accomplished by:
 - a) The commercial support policy/procedure has been shared in writing with those providing commercial support.
 - b) Presenters/authors have been informed of the policy/procedure regarding commercial support and agree to not promote the products or entity providing the financial or in-kind services.
 - c) In conjunction with the above, the session will be monitored and violators of the policy/procedure will not be asked to present again.
8. It is the responsibility of **CES's** Director to ensure that bias does not occur in the planning of the activity or in the actual presentation. The following precautions can be taken in an effort to prevent bias in the CE activity:
 - a) **CES's** position on bias and self-promotion has been discussed with each presenter/author.
 - b) Each presenter has signed a statement that says she/he will present information fairly without bias.
 - c) Each presenter has agreed to not promote their books, services or products.
 - d) The presenter(s)'s slides and handouts have been reviewed by a content reviewer to ensure lack of bias.

e) In conjunction with the above, the session will be monitored and violators will not be asked to present again.

(Host/Exhibitor Name)

As an exhibitor will you display products? Yes No If yes, list products being displayed:

Have you, as an exhibitor, offered anything of value to any speaker which may be perceived as direct or indirect interest in the subject(s) that they are addressing? Yes No If yes, list the speaker, the exhibitor, and the relationship between the two (such as speaker's bureau, grant/research support, consultant, major stockholder, or gift): _____

Do you know of any speaker who will include a discussion of your product during the session?
 Yes No If yes, list speaker(s): _____

Will the above identified speaker(s) include a discussion of an unlabeled or investigational use of the product, device, or drug you promote that has not been approved by the FDA for the use being presented? Yes No If yes, list speaker(s) name(s): _____

Have you tried to influence the planning of or interfere with the presentation of the educational portion of this conference?
 Yes No

Host/Exhibitor Representative

Date

Continuing Education Services
CE Representative

Date

HOST/EXHIBIT AREA LOCATIONS

★ EXHIBITOR

★ HOST/PREMIUM

