

Dear Representative,

2020 Bass Neurosurgery Symposium: Challenges in Neuro-Oncology will be held on **March 7, 2020**. This one-day CME live activity will take place at the **UT Southwestern Medical Center T. Boone Pickens Biomedical Building in Dallas, TX** and is sponsored by UT Southwestern Department of Neurological Surgery, and the Office of Continuing Medical Education at UT Southwestern Medical Center.

The field of neuro-oncology is undergoing rapid evolution. Significant advancements have been made in both the clinical and research arenas. The 2020 Bass Neurosurgery Symposium will provide an update on the clinical and research advancements in this field, providing participants with comprehensive knowledge of the current state-of-the-art in neuro-oncology. After attending this Symposium, we expect that all participants will have enhanced knowledge regarding the current state-of-the-art treatments in neuro-oncology and be able to apply this knowledge to their clinical practice.

The symposium is designed for Neurologists, Neurosurgeons, Oncologists, Radiation Oncologists, Nurse Practitioners, Neuroradiologists, Neuropathologists, Nurses, Physical/Occupational/Speech Therapists, and other healthcare workers interested in Neuro-Oncology.

Topics include:

- Glioma Metabolism
- Radiosurgery for Brain Metastases
- Immunotherapy for Brain Tumors
- Panel Discussion: Clinical Trial Design in Neuro-Oncology
- New Approaches to Modeling and Targeting IDH12 Mutant Glioma
- Artificial Intelligence (AI) Applications in Neuro-Oncology

**For a detailed agenda go to <https://cme.utsouthwestern.edu/rp2003d>

We are asking for your support of this program with an exhibit fee in the amount of **\$2000.00**

Benefits of Exhibiting

Meet one-on-one to discuss your products and services with medical professionals who will attend this meeting. Further benefits of exhibiting at the **2020 Bass Neurosurgery Symposium** includes:

- Exposure to over 75 attendees. Approximately 50% of the attendees are physicians
- Ample intermissions between morning and afternoon sessions allow time for attendees to visit your exhibit
- Breakfast and coffee breaks are held in the exhibit area during session intermissions to help increase traffic flow
- Build visibility for your company in a competitive marketplace
- Expand your prospective place and strengthen existing customer relationships

We look forward to your support and participation.

Exhibitor Levels and Benefits:

Your company can support this program with an exhibit fee in the following amounts:

Exhibitor level: \$2000.00

All support as an exhibitor will be fully acknowledged at the course and you will receive recognition in announcements from the course directors at the meeting, signage and course handouts.

Attendee Lists:

Attendee lists will be provided upon request at the program only. As a health care provider, we must respect the privacy of our attendees. Therefore only limited attendee contact information will be provided to exhibiting companies (name, affiliation, city and state). Telephone, fax, email and street addresses will not be distributed.

Conference and Exhibit Details:

Exhibit Location:	<i>T. Boone Pickens Biomedical Building Auditorium Foyer</i>
Exhibit Space:	One 6' foot table & 2 chairs
Exhibit Dates/Times:	Set up on Saturday, March 7, 2020 at 6:00 am Exhibits during registration, breakfast, breaks and lunch, Saturday, March 7, starting 7:00 am – 3:00 pm

Exhibit Space:

Assigned exhibit space consists of one 6-8 foot table and two (2) chairs. Power outlets are limited and are first come first serve.

Required Form:

Included in this package is the Exhibitor Agreement form required. Please complete the 2 page form and return to Kelsey Smith at kelsey.smith@utsouthwestern.edu or fax to 214-648-2317 by **February 21, 2020**

Confirmation & Payment

Exhibit space is not confirmed until an Exhibitor Agreement form is completed and signed by both parties. A counter-signed copy of the agreement will be sent back as confirmation of your exhibit space along with a receipt if paid by credit card. **Payment must be received prior to the start of the course.**

Please make checks payable to UT Southwestern/Continuing Education, and reference to program **RP2003D**.
Mail checks to:

UT Southwestern Medical Center
Office of Continuing Education
5323 Harry Hines Blvd., Mail Code 9059
Dallas, TX 75390-9059

An invoice may be provided upon request. Please send requests/payments to:

Attn: Kelsey Smith
UT Southwestern Medical Center
Continuing Medical Education
5323 Harry Hines Blvd. Mail code 9059
Dallas, TX 75390-9059.
Tax ID # 75-6002868

Exhibit Space Cancellations:

Cancellations must be received in writing at least ten business days prior to the start of the course. If a cancellation is received after this time, no refund will be provided.

Parking:



Location

UT Southwestern Medical Center
 T. Boone Pickens Biomedical Building
 6001 Forest Park Road
 Dallas, TX 75390

PARKING

Visitor parking is available in the parking garage entered from 6001 Forest Park, located adjacent to the T. Boone Pickens Biomedical Building. The garage entrance is to the right of the front building entrance. The garage elevators will take you to the third floor. Follow the directional signs to the conference room.

Monday - Friday: There is a daily \$3 parking fee (no re-entry) unless specified covered by event.

Saturday-Sunday: Parking is complimentary

Shipping Instructions:

Incoming Shipping Instructions:	UT Southwest Medical Center Receiving Dock NG01.301 Attn: Kelsey Smith Phone: 214-648-9280 5901 Forest Park Dallas, TX 75235	<ul style="list-style-type: none"> • Email me with number of packages you are shipping and tracking numbers prior to program. • Be sure to monitor your shipment and bring your tracking number(s) with you.
Shipping Department Hours	Monday-Friday: 8 am - 4 pm Saturday-Sunday: Closed	
Outgoing Shipping Instructions:	Representatives will be responsible for preparing and taking all outgoing shipments to the nearest FedEx or UPS store.	

UT Southwestern Medical Center

OFFICE OF CONTINUING MEDICAL & PUBLIC EDUCATION

EXHIBITOR AGREEMENT *Regarding the Terms and Conditions for a Commercial Exhibit*

Activity Name	2020 Bass Neurosurgery Symposium: Challenges in Neuro-Oncology	Activity #	RP2003D
Location	_____ City _____	ST	_____
Dates	_____		
Agreement between	ACCREDITED PROVIDER (PROVIDER) The University of Texas Southwestern Medical Center (UTSW) AND COMMERCIAL COMPANY (EXHIBITOR)		
Company Name	_____		
Address	_____		
City	_____ ST _____	Zip	_____
Contact Telephone	_____ Fax _____		

Exhibitor Information	
Contact Name _____	Email _____
Telephone _____	Cell _____

TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at www.accme.org SCS 4.2 For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.
- EXHIBITOR may distribute promotional materials at their exhibit space only. Distribution of pharmaceuticals or other samples is prohibited.
- All commercial support associated with this activity will be given with the full knowledge of the PROVIDER. No additional payments, goods, services or events will be provided to the course director(s), planning committee members, faculty, joint sponsor, or any other party involved with the activity.
- Completion of this agreement represents a commitment and payment is due and collectible by the ACTIVITY DATE unless otherwise agreed upon by the PROVIDER. PROVIDER reserves the right to refuse exhibit space to EXHIBITOR in the event of nonpayment.
- PROVIDER agrees to provide exhibit space and may acknowledge EXHIBITOR in activity announcements. PROVIDER reserves the right to assign exhibit space or relocate exhibits at its discretion.
- PROVIDER Federal Tax ID number is 75-6002868.
Please remit check payable to UT Southwestern Medical Center. Please identify name of course on the check stub.

AGREED

EXHIBITOR Representative

Signature _____

Name _____

Title _____

Date _____

PROVIDER Representative

Signature _____

Name Ericka Harden-Dews, JD, CHCP

Title Director, Office of Continuing Education & Public Education

Date _____

EXHIBITOR REGISTRATION AND PAYMENT FORM

Activity Name 2020 Bass Neurosurgery Symposium: Challenges in Neuro-Oncology **Activity #** RP2003D

Exhibit Space Information

Level	Amount	Description
<input type="checkbox"/> Exhibitor	\$2000.00	one 6-8 foot table and two (2) chairs

Payment Information

<input type="checkbox"/> Check enclosed	<input type="checkbox"/> Check will be mailed
<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX
Credit Card Number _____	Exp. _____
Name on Card _____	Sec. Code _____
Billing Address _____	
City _____	ST _____ Zip _____

Remittance Information

Mail	UT Southwestern Medical Center Office of Continuing Medical & Public Education 5323 Harry Hines Blvd., Mail code 9059 Dallas, TX 75390-9059
Fax	214-648-2317
Email	kelsey.smith@utsouthwestern.edu

Agreement must be received by February 21, 2020

****Before sending, please double check the following to avoid any delay in getting your request processed:**

- Exhibitor agreement form is completed and signed
- If paying by credit card, make sure you include the expiration date and security code
- Include program number **“RP2003D”** on all correspondence and payments