



The Society  
of Thoracic  
Surgeons

Workshop on  
**Robotic Thoracic Surgery**

**May 13 - 15, 2020**  
Atlanta, GA

**COURSE DIRECTORS**

Abbas E. Abbas, Philadelphia, PA  
Inderpal S. Sarkaria, Pittsburgh, PA  
David C. Rice, Houston, TX

**Exhibitor Prospectus**

**[sts.org/roboticthoracic](https://sts.org/roboticthoracic)**

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### **About the Conference**

The STS Workshop on Robotic Thoracic Surgery is designed to offer surgeons and their team members a detailed overview of launching a general thoracic robotic surgery program within a hospital setting. Featuring didactic lectures, case demonstrations, and more than 9 hours of hands-on sessions at a state-of-the-art robotic training facility, this 3-day, expert-led continuing education activity will provide participants with the knowledge and expertise needed to develop treatment plans and perform pulmonary, mediastinal, and esophageal operations with the aid of a robot. Additional topics will address necessary and recommended program prerequisites, individual and team skills and requirements, supplies and equipment, training, and administrative elements. New this year, a parallel Advanced Practice Provider (APP) track will give physician assistants (PAs) and nurse practitioners (NPs) dedicated lectures and hands-on instructional sessions that cover topics such as console adjustment, port placement, retraction and suction techniques, and other bedside skills.

### **Stand Out Among Your Competitors & Partners**

Increase your company's opportunity for personalized interactivity with attendees by exhibiting at the STS Workshop on Robotic Thoracic Surgery. Five breaks take place in the exhibit area so that attendees have time to visit you.

The intimate size of the exhibition will help ensure that you have quality access to meeting attendees. Secure your company's space today by contacting Meagan Reichstein, STS Exhibit Manager, at [mreichstein@sts.org](mailto:mreichstein@sts.org) or 312-202-5838.

### **2020 Venue**

Hilton Atlanta Northeast  
5993 Peachtree Industrial Blvd, Peachtree Corners, GA 30092

The exhibit area will be located in the Hunnicutt Ballroom pre-function space on the Lobby Level of the Hilton Atlanta Northeast.

### **Exhibition Schedule**

Wednesday, May 13	7:00 a.m. – 4:00 p.m.
Thursday, May 14	7:00 a.m. – 11:00 a.m.

### **Break Schedule**

Wednesday, May 13	7:00 a.m. – 7:30 a.m. (Breakfast)
	10:05 a.m. – 10:20 a.m.
	3:40 p.m. – 3:55 p.m.

Thursday, May 14	7:00 a.m. – 7:30 a.m. (Breakfast)
	8:50 a.m. – 9:10 a.m.
	9:45 a.m. – 10:00 a.m.
	10:40 a.m. – 11:00 a.m.



## APPLICATION FOR EXHIBIT SPACE

### STS Workshop on Robotic Thoracic Surgery

May 13-15, 2020 ▪ Peachtree Corners, GA ▪ Hilton Atlanta Northeast

Application to exhibit dated \_\_\_\_\_, by and between \_\_\_\_\_ (hereinafter called "Exhibitor") and The Society of Thoracic Surgeons (hereinafter called "STS").

In accordance with the terms and conditions governing exhibits at the STS Workshop on Robotic Thoracic Surgery at Hilton Atlanta Northeast, Peachtree Corners, GA, May 13-14, 2020, the undersigned hereby makes this application for exhibit space, which, when accepted by STS, becomes a contract between Exhibitor and STS. Terms and conditions listed in this Application and in the following Exhibit Space Rules & Regulations, as well as those conditions under which exhibit space at Hilton Atlanta Northeast is leased to STS, are a material part of this contract.

#### COMPANY INFORMATION

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Authorized Signature

#### BADGE INFORMATION (Indicate company representatives for your two complimentary exhibitor badges.)

\_\_\_\_\_  
1. Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
2. Name

\_\_\_\_\_  
Email Address

**Additional badges must be purchased at the industry employee rate of \$850 through March 27, 2020. The rate increases to \$950 after March 27, 2020. To purchase additional badges, please contact Meagan Reichstein at [mreichstein@sts.org](mailto:mreichstein@sts.org).**

#### PAYMENT INFORMATION (Exhibit space fee: \$5,000.00)

\_\_\_ Check (made payable to The Society of Thoracic Surgeons) in the amount of \$5,000.00

\_\_\_ Credit card charge in the amount of \$5,000.00  American Express  VISA  MasterCard

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Please email [mreichstein@sts.org](mailto:mreichstein@sts.org), fax the completed form with credit card information to 312-268-7469, or mail with check to:

The Society of Thoracic Surgeons  
Attn: Meagan Reichstein  
633 N Saint Clair St, Suite 2100  
Chicago, IL 60611-3658

Contact Meagan Reichstein at 312-202-5838 or mreichstein@sts.org with any questions. Space is assigned on a first-come, first-served basis. The Exhibitor is responsible for 100% of the exhibit fee unless the event is canceled.

**(FOR OFFICE USE ONLY)**

Assigned Booth No.: \_\_\_\_\_

Cost of Booth(s): \$ \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Accepted by The Society of Thoracic Surgeons

\_\_\_\_\_  
Exhibit Manager/Director of Meetings & Conventions

\_\_\_\_\_  
Date

# STS Workshop on Robotic Thoracic Surgery

May 13-15, 2020

## Exhibit Space Rules & Regulations

### 1. General

These Rules & Regulations apply to the STS Workshop on Robotic Thoracic Surgery, to be held at Hilton Atlanta Northeast, May 13-15, 2020 (the "Exhibition"). All matters and questions not covered by these Rules & Regulations are subject to the decision of The Society of Thoracic Surgeons. In the event of any such decision being of general interest, written notice will be given by the Society to exhibitors that may be affected.

The words "the Society" used herein shall mean The Society of Thoracic Surgeons, its officers, directors, agents, and employees acting for the management of the Meeting and Exhibition.

The word "Exhibitor" used herein shall mean a company or organization that has entered into a contract ("Contract") with the Society for exhibit space at the Exhibition, including its owners, officers, employees, and representatives.

### 2. Exhibit Space Includes

- 2 complimentary exhibitor badges
- 1 6' x 30" skirted table
- 2 chairs
- 1 sign listing company name
- 1 standard electrical hookup

### 3. Exhibit Dates and Hours

The exhibit area will be open Wednesday, May 13, 2020, from 7:00 a.m. to 4:00 p.m. and Thursday, May 14, 2020, from 7:00 a.m. to 11:15 a.m., local time.

### 4. Setup and Teardown of Exhibits

Space is assigned on a first-come, first-served basis upon the Society's receipt of payment.

The setup of exhibits will begin at 6:00 a.m. on Wednesday, May 13, 2020, and must be completed by 7:00 a.m. that same day. If an Exhibitor is not set up by that time, the Society reserves the right to reassign the space to another Exhibitor or make other use of the space as it deems necessary, with no refund being made to the original contracting Exhibitor.

Teardown of exhibits will begin at 11:00 a.m. on Thursday, May 14, 2020, and must be completed by 2:15 p.m. that same day. If an exhibit is not removed by that time, the Society has the right to remove the exhibit and charge all associated expenses to the Exhibitor. Teardown of exhibits may not begin prior to 11:00 a.m. on Thursday, May 14, 2020.

### 5. Conduct of Exhibitors

Exhibitor representatives shall conduct themselves in an ethical and professional manner at all times and in conformance with the Contract, including these Rules & Regulations. The Society reserves the right to deny the privileges of the Exhibition area to any and all Exhibitors who do not so conduct themselves. Exhibitor badges are personal, not transferable, and must be worn at all times by the individual named thereon.

No Exhibitor may photograph or videotape the booth, products, staff, or visitors of any other Exhibitor without the express permission of the other Exhibitor.

### 6. Special Effects and Giveaways

- Objectionable audible or visual attention-getting devices or effects and offensive odors from exhibits are prohibited.
- Distribution of samples, printed literature, or any other materials shall not interfere with other Exhibitors' spaces.
- Distribution of refreshments or other products for consumption on the premises, with the exception of water, will not be permitted unless explicitly approved by the Society.
- Films of purely entertainment character, without educational or informative value, will not be permitted.

## 7. Exhibit Space Construction and Arrangement

- All exhibit materials are to be confined to the tabletop provided.
- Only informational/educational papers, promotional pieces, or small equipment items that fit on a 6' x 30" table and/or items that do not exceed 6' in height will be allowed; 6' begins from the tabletop.
- One rollup floor banner is permitted to be displayed behind the tabletop and must be placed parallel to the tabletop; measurements not to exceed 34"w x 86"h x 14"d (final placement of rollup floor banner is subject to the Society's approval onsite).
- Exhibitors may not use racks, stands, bins, or other point-of-purchase materials unless they can be confined to the table.
- Limited quantities of extra handout materials may be stored underneath the display table. Nothing may be kept on or under the table overnight.
- Flammable materials are not allowed.
- Animal or human tissue is not allowed at any time.

## 8. Insurance and Liability

It is the Exhibitor's sole responsibility to obtain, at its own expense, all applicable licenses and permits and to comply with all federal, state, and local laws, including City of Peachtree Corners ordinances, for any activities conducted in association with or as part of the Exhibition.

Exhibitor shall be fully responsible for any claims, liabilities, losses, damages, or expenses relating to or arising from any injury to any person or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with, Exhibitor's presence at the exhibition site, including but not limited to acts or omissions of its employees, agents, subcontractors, guests, and/or invitees. Exhibitor shall protect, indemnify, hold harmless, and defend the Society, Hilton Atlanta Northeast, and their respective officers, directors, agents, and employees against all such claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees and costs of litigation, arising from or in any way connected with Exhibitor's negligent acts, omissions, and/or participation in the Exhibition and/or presence at the exhibition site, or that of its employees, agents, subcontractors, guests, and/or invitees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the willful misconduct of the Society, Hilton Atlanta Northeast, or their officers, directors, agents, or employees.

During the exhibition, including the installation and removal periods, Exhibitor, its agents, subcontractors, and representatives shall maintain insurance coverages as set forth in Exhibit A on pages 7 and 8, incorporated herein and made part of these Rules & Regulations. The Society and Hilton Atlanta Northeast must be named as additional insureds, on a primary and non-contributory basis on all liability insurance excluding workers' compensation. Any policy providing liability and/or property insurance must contain an express waiver by the Exhibitor and its insurance company of any right of subrogation as to any claims against the Society, Hilton Atlanta Northeast, and their respective officers, directors, agents, or employees. Exhibitor shall submit proof of such insurance to the Society at least 30 days prior to the Exhibition. Exhibitor shall ensure that each independent contractor or subcontractor performing work for Exhibitor during the Exhibition complies with all insurance requirements set forth in Exhibit A, and Exhibitor shall submit proof of the required insurance to the Society at least 30 days prior to the Exhibition.

In the event that any part of the Exhibition Hall is destroyed or damaged so as to prevent the Society from permitting Exhibitor to occupy assigned space during any part or the whole Exhibition period, or in the event occupation of assigned space during any part or the whole of the Exhibition period is prevented by strikes, acts of God, national emergency, or other causes beyond the control of the Society, Exhibitor will be charged for space during the period it was or could have been occupied by Exhibitor, if any, and Exhibitor hereby waives any claim against the Society, its directors, officers, agents, or employees for losses or damages that may arise in consequence of such inability to occupy assigned space, its sole claim against the Society being one for a refund of rent paid for the period it was prevented from using the space.

## 9. Noise Level

Electrical, mechanical apparatus, movie, or musical/voice sounds must be inaudible to neighboring Exhibitors.

## 10. Registration and Badges

Exhibitor shall register its personnel in advance. Any additions or changes in registration made during the Exhibition must be certified by an officer of the Exhibitor or by the person in charge of the Exhibitor's booth space.

Additional exhibitor badges (beyond the two complimentary badges) may be purchased as an industry employee registration.

## 11. Americans with Disabilities Act

Exhibitor shall be responsible for making its exhibit accessible to persons with disabilities, as required by the Americans with Disabilities Act, and shall indemnify and hold harmless the Society and its officers, directors, agents, and employees from and against any consequences of Exhibitor's failure in this regard.

**THE SOCIETY OF THORACIC SURGEONS**  
**STS Workshop on Robotic Thoracic Surgery**  
**Peachtree Corners, GA • May 2020**

**EXHIBITOR'S INSURANCE REQUIREMENTS**  
**EXHIBIT A**

General Requirement	Specific Requirement
<b>GENERAL LIABILITY</b>	
Insurance Amount	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products-Completed Operations aggregate \$1,000,000 Personal /Advertising Injury Limit \$ 100,000 Damage to Rented Premises \$ 10,000 Medical Expense (any one person)
Scope of Coverage	Premises/Operations, Products and Products/Completed Operations
Form	Occurrence (not claims made)
Per Project Aggregate	
Primary and Non-Contributory	With The Society of Thoracic Surgeons and Hilton Atlanta Northeast
Additional Insured	The Society of Thoracic Surgeon and Hilton Atlanta Northeast
Waiver of Subrogation in favor of	The Society of Thoracic Surgeons and Hilton Atlanta Northeast
Evidence of Insurance	Certificate of Insurance
Insurer's A.M. Best's Rating	A,X or better
<b>Personal Property, Tools &amp; Mobile Equipment</b>	Limit adequate to cover equipment on site

<b>AUTOMOBILE LIABILITY</b>	
Combined Single Limit	\$1,000,000
Waiver of Subrogation in favor of	The Society of Thoracic Surgeons and Hilton Atlanta Northeast
Additional Insured	The Society of Thoracic Surgeons and Hilton Atlanta Northeast
Evidence of Insurance	Certificate of Insurance
Insurer's A.M. Best's Rating	A,X or better
Primary and Non-Contributory	With The Society of Thoracic Surgeons and Hilton Atlanta Northeast
<b>WORKERS COMPENSATION/EMPLOYERS LIABILITY</b>	

Limits	\$1,000,000/\$1,000,000/\$1,000,000
Waiver of Subrogation in favor of	The Society of Thoracic Surgeons and Hilton Atlanta Northeast
Alternate Employers Endorsement in favor of	The Society of Thoracic Surgeons
Evidence of Insurance	Certificate of Insurance
Insurer's A.M. Best's Rating	A,X or better



# 2020 WORKSHOP ON ROBOTIC THORACIC SURGERY BRANDING OPPORTUNITIES

## Coffee Cup Sleeves

- \$3,000
- Save! Coffee Cup Sleeves + Napkins \$4,000
- *Exclusive Opportunity*

Your company's message can be put directly in the hands of Workshop attendees with coffee cup sleeves featuring its logo. Coffee will be provided at two breakfasts and two lunches, as well as during five program breaks. **Price includes production.**

**Deadline to submit materials to STS: May 1, 2019**



## Food & Beverage Napkins

- \$2,000
- Save! Coffee Cups + Napkins \$4,000
- *Exclusive Opportunity*

Add your company's logo to napkins used in the food and beverage stations. **Price includes production.**

**Deadline to submit materials to STS: May 1, 2019**



## Graphic Boards

- \$2,500 each
- 4 available

Standing advertisements—approximately 84" tall and 32" wide, single-sided—will be placed outside of the hotel meeting rooms, offering a great opportunity to promote your company's message. **Price does not include production.**

**Deadline to submit materials to STS: May 1, 2019**



# <sup>10</sup> OTHER OPPORTUNITIES

## **eBlast Communication**

Share news about your company's products, services, or other information directly with STS members and/or Workshop registrants by email. For a royalty, STS will distribute a pre-approved message on behalf of your company.

## **STS Workshop on Robotic Thoracic Surgery Registrant List License**

Purchase a Workshop registrant list license to send STS-approved mailings (fee \$500). STS does not license, sell, or distribute attendees' phone/fax numbers or email addresses under any circumstance.

## **STS Membership List License**

Purchase an STS membership mailing list license (fee: \$1,000), which consists of more than 7,500 names and postal mailing addresses, to send STS-approved mailings. STS does not license, sell, or distribute members' phone/fax numbers or email addresses under any circumstance. Visit [sts.org/membershipmailinglist](https://sts.org/membershipmailinglist) for more information.

## **Educational Grant Support**

Become a Benefactor of the Workshop by providing an unrestricted educational grant. Benefactors will be acknowledged in materials that will be given out at registration and on walk-in slides, signage, and an email communication.

## **Advertising on sts.org**

Promote your company's presence at the STS Workshop on Robotic Thoracic Surgery by adding your message to the STS website home page, a frequent stop for cardiothoracic surgery professionals worldwide. The STS home page receives approximately 275,000 impressions annually. Two ad spaces in prominent locations are available and can be linked directly to your organization's website.

## **Podcast Advertisements**

Reach your target audience by purchasing an audio advertisement in the Society's Surgical Hot Topics podcast episodes. Episodes range from 15 to 25 minutes and are available on the STS website or through iTunes, Google Play, Stitcher, iHeartRadio, TuneIn Radio, and Castbox subscriptions. Podcasts are promoted on the STS website homepage, in STS Weekly, an newsletter that is distributed to all STS members, and other publications throughout the year.

***For more information on any of these opportunities, contact Samantha McCarthy, Industry Relations Manager, at [smccarthy@sts.org](mailto:smccarthy@sts.org) or 312-202-5869.***

# IMPORTANT INFORMATION

- All artwork, graphics, logos, signage, and promotional messages must be approved by the Society in advance of production.
- Please contact STS for all specifications. Dimensions provided in this catalog are approximate.
- All signed agreements are final. Cancellations are not accepted.
- All reasonable efforts will be made to preserve materials in their original condition; however, STS is not responsible for lost or damaged materials.
- Branding opportunities are available only to exhibitors of the 2020 Workshop on Robotic Cardiac Surgery. For more information on exhibiting at the Conference, contact Meagan Reichstein, STS Exhibit Manager, at [mreichstein@sts.org](mailto:mreichstein@sts.org) or 312-202-5838.
- In planning for branding opportunities in this catalog, please consider external guidelines and policies, such as the ACCME's "Standards for Commercial Support," PhRMA's "Code on Interaction with Healthcare Professionals," and AdvaMed's "Code of Ethics for Interactions with Healthcare Professionals."



# The Society of Thoracic Surgeons

633 N Saint Clair St, Suite 2100

Chicago, IL 60611

312-202-5800

[sts.org](http://sts.org)

Dear STS Exhibitor:

Attached you will find the Industry Symposium Application and “STS Policy Regarding Industry Symposia” for programs your company may want to offer in conjunction with STS standalone educational programs. We believe this is an excellent opportunity for you to reach the cardiothoracic surgical team with important education regarding your company’s current products, as well as products in development.

The provision of industry training and educational activities complies with the AdvaMed Code of Ethics on Interactions with Health Care Professionals, particularly in regard to Section III, “Company-Conducted Product Training and Education.” Specifically, it allows your company to offer “training on the safe and effective use of Medical Technologies” that is expected from industry in an environment that is “conducive to the effective transmission of information,” as described in the updated AdvaMed Code. In addition, the AdvaMed Code affords you the ability to provide modest meals and refreshments during your program, which attendees will appreciate.

We hope you will consider taking advantage of this opportunity. If you have any questions about our policy regarding industry symposia or any related matters, don’t hesitate to contact me directly at [smccarthy@sts.org](mailto:smccarthy@sts.org) or 312-202-5869.

Sincerely,

Samantha McCarthy  
Industry Relations Manager

cc: Natalie Boden, Director of Marketing & Communications  
Scott Bradbury, Director of Education  
Colleen Donohoe, Director of Meetings & Conventions

## STS Policy Regarding Industry Symposia

Held Concurrently with STS Standalone Educational Activities

### Overview

The Society of Thoracic Surgeons (STS) recognizes the importance of working collaboratively with industry to meet the needs of the Society's membership. In an effort to provide more opportunities for STS meeting attendees to benefit from their relationships with industry, the Society has established this STS Policy Regarding Industry Symposia to allow educational and other programs offered by industry—and not developed or sponsored by STS—to be held in conjunction with STS meetings. These programs include educational activities, receptions, meal functions, investigator meetings, and focus groups. This policy document has been developed to facilitate overall meeting planning and for the benefit of STS members. Industry activities that take place concurrently with STS standalone educational programs and within 48 hours before or after it and are targeted at STS meeting attendees may not take place without STS written consent requested through submission of the attached Application, including payment of the applicable fee, and must adhere to this policy document.

### General Rules

1. Activities designed by or on behalf of industry for attendance by STS standalone educational program attendees are considered industry symposia. There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored, or endorsed by STS absent special arrangements with, and prior written approval of, STS.
2. Symposia developed by industry must be offered during times allotted by STS (see attached Application). STS has sole discretion to schedule all activities at its meetings.
3. Companies applying to offer industry symposia must be Exhibitors or Educational Grant Benefactors for the STS standalone educational activity unless an explicit exception is granted in writing by STS. Exhibit space is to be paid in full before any industry symposium will be approved.
4. Promotional materials for industry symposia must receive prior approval from STS (see "Promotion" below).
5. STS does not provide Continuing Medical Education credit for industry symposia. Any industry symposium that offers CME must comply with ACCME requirements. All industry symposia must be in compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry.
6. **Once STS approves the industry symposium, the provider, commercial supporter(s), activity title, content, date, and time as approved by STS for the activity may not change without the Society's written approval.**
7. Organizers of an industry symposium are solely responsible for making all appropriate financial arrangements for their activity (see "Logistics" below).
8. **Representatives from STS may attend the industry symposium without cost to audit compliance with this policy.**
9. STS is not responsible for multiple companies offering programs at the same time and/or addressing the same topic.
10. STS encourages organizations hosting industry symposia to evaluate their offered program and requests that the results of such evaluations be shared with the Society.

### Logistics

1. Industry symposia will be scheduled by STS.

2. Organizations hosting industry symposia may use the full time allotted or a reduced amount of time, **but may not exceed the scheduled time without the Society's written approval.**
3. Space for industry symposia will be provided on a first-come, first-served basis and will be assigned only after the proposal is accepted by STS.
4. Sessions must be contained within the room assigned.
5. Audiovisual requirements are the responsibility of the industry symposium host.
6. Food functions must occur within the assigned activity schedule.
7. **All expenses associated with the activity, including room rental (if applicable), setup, cleanup, food and beverage, A/V, electrical, telephone, shipping, etc., are the sole responsibility of the industry symposium host.**

### Promotion

1. **All promotional materials must be submitted to Samantha McCarthy at [smccarthy@sts.org](mailto:smccarthy@sts.org) for STS approval. STS must review and approve all promotional materials produced in conjunction with an industry symposium (e.g., invitations, announcements, signs, flyers, website information) prior to their dissemination. STS has the right to reject such promotional materials at its sole discretion.**
2. Up to **5 business days** may be required for STS review of promotional materials.
3. Promotional materials should not be preprinted prior to approval. It is not the responsibility of STS to cover any costs associated with materials that have been pre-printed and are not approved.
4. Exhibit booth representatives may distribute invitations and other promotional material for the activity at their booth.
5. The STS name, logo, and other intellectual property may not be used on any industry symposium announcement, including email, sign, publication, or other material, without the prior written approval of STS.
6. All invitations, promotional materials, and other materials related to the activity, print or electronic, must include the following statement: ***"This industry symposium will be held in conjunction with an STSstandalone educational activity. It is not part of the official STS scientific program."***
7. Industry symposia consisting in whole or in part of educational sessions require the following statement to be clearly and prominently displayed on the syllabus and on all promotional and other related materials, print or electronic: ***"Continuing Medical Education (CME) credit for this activity is not offered by STS."***

### Benefits

1. This industry symposium option offers a limited opportunity to provide a customized activity marketed to surgeons and allied health care professionals who are in attendance at the STS meeting.
2. An invitation, created by an approved provider of the industry symposium, will be included in an email sent by STS to standalone activity registrants (subject to "Promotion" above).
3. All industry symposium providers may also purchase [STS mailing list licenses and eBlast communications](#).
4. All industry symposium providers have the opportunity to post a sign advertising the activity in a designated sign area, as well as outside the room in which the activity takes place.

5. While STS will undertake reasonable efforts to help avoid scheduling conflicts that might bear on attendance at approved industry symposia, it cannot guarantee nor be responsible for attendance at such activities consistent with the provider's expectations.

### **Cancellation Policy**

1. STS must be notified promptly in writing of the cancellation of any scheduled industry symposium.
2. If written notification of the cancellation of an industry symposium is received by STS at least 21 days prior to a scheduled industry symposium, a 75% refund will be issued.
3. No refunds will be issued for cancellations made any time thereafter.

### **Violations and Sanctions**

STS, at its sole discretion, reserves the right to revoke privileges for future programs of any sponsoring organization, supporting organization, or activity organizer involved in planning an industry symposium that does not comply with the rules and requirements set forth in this policy document.

### **Application Process**

Please be thorough and detailed when completing the attached Application. Once a completed application is submitted, the proposal will be referred to relevant staff for review. The requesting organization will be contacted in writing regarding the outcome of the application.

Information on approved industry symposia will be forwarded to the hotel. The hotel staff will confirm meeting space assignments with the primary contact noted on the application and will convey this information to STS. After notification of meeting room assignment, the sponsor of the industry symposium will work directly with the hotel to manage all meeting needs.

In the event that final approval is not granted, STS will not be responsible for canceling any arrangements that may have been made by the applicant in connection with the proposed activity. In addition, STS will not be responsible for any costs incurred for the proposed activity.

### **Requests for industry symposia should be submitted to:**

Samantha McCarthy  
Industry Relations Manager  
The Society of Thoracic Surgeons  
633 N Saint Clair St, Suite 2100  
Chicago, IL 60611  
312-202-5869  
312-202-6583 (fax)  
[smccarthy@sts.org](mailto:smccarthy@sts.org)

**Industry Symposium**  
Held Concurrently with STS Standalone Educational Activities  
**APPLICATION**

STS Workshop on Robotic Thoracic Surgery  
**May 13-15, 2020 • Peachtree Corners, GA**

**Submission Deadline – May 1, 2020**

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

Marketing or Medical Education Communication Co. Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

\_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**LOCATION:** *(STS assigns all space at the hotel)*

Hilton Atlanta Northeast  Offsite Waiver Request (please list the location) \_\_\_\_\_

**If food will be served, please check appropriate selections:**

Buffet  Plated Meal  Reception

**REQUESTED DATE AND TIME: Please check one:\***

\_\_\_\_\_ Tuesday, May 12 6:00 p.m. – 10:00 p.m.

\_\_\_\_\_ Wednesday, May 13 6:00 p.m. – 10:00 p.m.

\_\_\_\_\_ Thursday, May 14 5:00 p.m. – 9:00 p.m.

\*STS reserves the right to modify times available for industry symposia and will notify exhibitors if this occurs.

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**FOR STS USE ONLY:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ HOTEL: \_\_\_\_\_ ROOM: \_\_\_\_\_

**FEES:**

The fee structure for industry symposia is as follows:

<b>Industry Symposium Category</b>	<b>Projected Attendance</b>	<b>Dinner/Reception</b>
1	0 – 50	\$5,000
2	51+	\$8,000

**The fee must be submitted along with the completed Application.** This fee will not be deposited until after the industry symposium is approved. After that time, the relevant Cancellation Policy applies. STS is not responsible for any costs incurred in association with any aspect of the industry symposium.

**PAYMENT METHOD:      Application will not be processed without payment.**

Check payable to: The Society of Thoracic Surgeons                                      Tax ID 36 302 2713

Credit Card:

MasterCard     American Express     VISA    Amount to be Charged: \$ \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

I authorize STS to charge the total fee indicated on this form to the above-referenced credit card.

Signature: \_\_\_\_\_

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

**Promotional listing in meeting materials**

For approved Applications received on or before May 1, 2020, STS will include a promotional listing in its Standalone Educational Activities meeting materials if requested below:

\_\_\_ Yes, list approved activity.

\_\_\_ No, do not list approved activity.



## Industry Symposia

**Application will not be processed if the below requested information is not complete**

1. Title of the activity: \_\_\_\_\_

(Indicate the exact title of the industry symposium.) Title cannot be changed once submitted.

2. Rationale for holding the industry symposium: (30 words or more required)

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3. Brief narrative description of the proposed industry symposium: (35 words or more required)

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4. Program agenda: (Outline with times required)

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5. Names of confirmed speakers (if any):

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6. Contact name(s) of all commercial supporters of the industry symposium:

Contact name: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

7. **Submit copies of contracts/letters of agreement between commercial supporters and industry symposium organizers. THIS INFORMATION MUST BE ATTACHED.**

**APPLICATION WILL NOT BE PROCESSED IF THE ABOVE REQUESTED INFORMATION IS NOT COMPLETE.**

By signing this Application, I represent and warrant that I am authorized to act on behalf of the funding organization and meeting planning organization (if applicable) specified below with respect to this Application; that all information provided on this Application is complete and accurate to the best of my knowledge; that I have read the accompanying "Policy Regarding Industry Symposia Held Concurrently with STS Standalone Educational Activities;" and that if this Application is approved by STS, the industry symposium described herein will be conducted in accordance with the terms of said Policy and the entity specified below will comply with all associated requirements.

**FUNDING ORGANIZATION**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DULY AUTHORIZED REPRESENTATIVE NAME

\_\_\_\_\_  
DULY AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

**SYMPOSIUM PLANNING ORGANIZATION (IF APPLICABLE)**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DULY AUTHORIZED REPRESENTATIVE NAME

\_\_\_\_\_  
DULY AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\* \* \* \* \*

**Applications should be returned to:**  
Samantha McCarthy, Industry Relations Manager  
The Society of Thoracic Surgeons  
633 N Saint Clair St, Suite 2100  
Chicago, IL 60611  
312-202-5869  
312-268-6583 (fax)  
[smccarthy@sts.org](mailto:smccarthy@sts.org)