



The Local Organizing Committee would like to invite you to host 1.5 day Pre-Congress Satellite meetings July 13th (full day) & 14th (half day) at the **9th International Congress of Neuroendocrinology in Toronto, Ontario, Canada.**

SATELLITE SESSIONS

USD 1,500 + HST

The session price includes the following:

- Sponsorship of a 1 and ½ day symposia session on Friday, July 13 and Saturday, July 14, 2018 at the Westin Harbour Castle Hotel
- Room capacity 60 - 75 people **
- Sponsor is responsible for all session content
- The room will be equipped with a standard room set up and standard AV (*screen, projector, laptop and podium microphone*). Any changes or additions to this are at the cost of the sponsor, no technicians included
- Adding the satellite session as an option to the ICN 2018 registration form
- Processing individual registrations for each session delegate
- Preparing badges for all attendees
- Onsite registration and information desk
- Promotion of meeting to community as part of regular e-blasts

*** Alternative Room sizes may be available upon request*

The total cost of your satellite event will be highly dependant on your final requirements. Below are some considerations for the planning of the event budget. Satellite event organizers are responsible for all costs associated with hosting the event. In addition, all satellite event requests need be approved by the ICN 2018 Congress Secretariat.

VARIABLE COSTS

Examples of Food and Beverage options and costs (per person)

Continental Breakfast: USD 32.00 + Tax and service charge

Coffee Break: USD 16.00 + Tax and service charge

Lunch: USD 56.00 + Tax and service charge

A full catering menu is available upon request

Payment processing cost registration sales (per transaction):

Per registration: USD 2.00

Credit Card fee: 4%

Standard 22' x 28' foam core signs starting at USD 68.00 + tax

Poster Boards: USD 150.00 (1.5 days)

*Proceeds of ticket sales will be applied to the final invoice of the event and the balance owing will be invoiced. Any overages will be returned to the organizer.

SUBMIT YOUR REQUEST

To submit your request include the following information in an email request to the Congress Secretariat at: ICN2018-Sponsorship@icsevents.com

Name Affiliation

Contact Phone Number Email

Title of Event

Brief description of session

Name of speakers (if available at this time)

Estimated Attendance Ticket Price (if applicable)

Length of event: ½ day, full day etc.

Audio Visual Requirements

Food & Beverage Requirements

Event Agenda

If you require poster boards for your session

Please contact Congress Secretariat for any further information:

Barbara Hill

Sponsorship & Exhibit Sales

International Conference Services Ltd. (ICS)

Suite 300, 1201 West Pender Street

Vancouver, BC, V6E 2V2

Phone: [+1] 604-681-2153

Fax: [+1] 604 681 1049

Email: ICN2018-Sponsorship@icsevents.com