

Attending COSM in Las Vegas isn't a roll of the dice. It's a sure bet for a great meeting!

# COSM

COMBINED  
OTOLARYNGOLOGY  
SPRING  
MEETINGS

## SATELLITE SYMPOSIA

April 28–May 2, 2010  
Paris/Bally's Las Vegas, NV

American Broncho-Esophagological Association  
American Head and Neck Society  
American Laryngological Association  
American Neurotology Society  
American Otological Society  
American Rhinologic Society  
American Society of Pediatric Otolaryngology  
The Triological Society

## THE COMBINED OTOLARYNGOLOGY SPRING MEETINGS (COSM)

are major national meetings for otolaryngologists.

At COSM, each member society presents educational scientific programming that features prominent speakers in their respective specialties. COSM is well attended by the key practitioners within the field of otolaryngology.

COSM is offering exhibitors the opportunity to maximize their exposure to this influential group of otolaryngologists by conducting satellite symposia.

Each symposium sponsorship comes with the following value-added acknowledgments to enhance your visibility at COSM.

- Recognition on the official sponsor sign
- Recognition in the COSM program book

**We want to thank you for your continued support and look forward to seeing you at COSM in Las Vegas!**

For more information, contact:

Laura Page, Exhibits Coordinator  
American College of Surgeons, Attn: COSM  
633 N. Saint Clair St., Chicago, IL 60611

**PHONE** 312-202-5034

**FAX** 312-202-5003

**E-MAIL** [lpagel@facss.org](mailto:lpagel@facss.org)

## Guidelines for Sa

- Organizers requesting function space must be an exhibiting company at the 2010 COSM. Third-party organizers requesting space must be the agency of record for the exhibiting company. Permission to use third-party organizers must be requested in writing by the exhibitor on company letterhead.
- Sponsors are responsible for complete coordination of the symposium, including program content, marketing, logistics, and menu planning. COSM provides meeting space assignment at the headquarters hotel and a one-time request of the advance registration list. The venue may levy room rental charges if the required food/beverage revenue is not met. Sponsor must work with COSM-contracted service vendors.
- COSM commences on Wednesday, April 28, 2010, at 8:00 am and adjourns on Sunday, May 2, 2010, at 5:00 pm. During this period, neither exhibitors nor their agents may conduct, participate in, or sponsor any educational or marketing activities directed toward COSM registrants, other than as part of an approved exhibit, or as part of an approved satellite symposium. Specific time slots that satellite symposia can be offered are indicated in the chart on the following page.
- **No meetings or events may be scheduled that compete with officially sanctioned COSM programs without prior written approval of COSM, including all symposia, lectures, sessions, and social events.** Social events are gatherings that are not educational in nature and for which there is no formal program. Functions must be good in taste and conform to the purpose of COSM.

# Satellite Symposia

- All requests for function space will be handled through the COSM convention office. Requests made directly with Paris/Bally's Las Vegas or any other hotel used to house COSM registrants are prohibited. If you are planning a function at a location other than the official COSM hotel(s), written approval must still be granted by COSM prior to finalizing your arrangements. Space will be assigned on a first-come, first-served basis.
- Satellite symposia requests MUST include the following information pertaining to the planned symposium:
  - Day, date, time, and title of meeting
  - General description of education content and/or agenda topics
  - List of program presenters
  - Sponsor(s) of event
  - Anticipated attendance and registration fee (if any)
  - Contact information
  - Completed Meeting Space Request Form
- The deadline for satellite symposia space requests is March 12, 2010. Requests will be accepted past this deadline, but are confirmed on a space-available basis only.
- Once COSM approves the event, a nonrefundable application fee is required from satellite symposia organizers. Fees are as indicated in the chart below. This fee is an application fee only and provides you with the right to conduct a satellite symposium. Actual meeting expenses/costs related to the promotion and/or coordination are additional and the responsibility of the event organizer. No additional fees are charged by COSM other than for those services requested of COSM.
- Upon receipt of the application fee, the COSM convention office will confirm arrangements and will notify organizers of their space assignment. The organizer is responsible for finalizing all arrangements with the Paris/Bally's Las Vegas. After space is assigned, COSM accepts no responsibility for the planned function.
- Although COSM provides function space, it does not endorse your function and does not consider it to be part of the official program. Functions held may not make use of the COSM name or logo, or in any way imply that the function is endorsed or cosponsored by COSM. All invitations, symposia registration brochures, and promotional materials must be submitted to COSM prior to printing. A one-time request of the advance registration list is included in the price of the satellite symposia. Hotel room distributions have been made available to you. Order forms are sent to each exhibiting company as they are confirmed.

## Satellite Symposia Schedule

The chart below indicates the available days, times, and fees for satellite symposia during the 2010 COSM. Approved time slots do not compete with any other official COSM educational programming.

DATE	TIME	FEE	LIMIT
Wednesday, April 28	6:00–10:00 pm	\$5,000	1 sponsor
Thursday, April 29	6:30–8:00 am	\$2,500	1 sponsor
	6:00–10:00 pm	\$5,000	1 sponsor
Friday, April 30	6:30–8:00 am	\$2,500	1 sponsor
	6:00–10:00 pm	\$5,000	1 sponsor
Saturday, May 1	6:30–8:00 am	\$2,500	1 sponsor
	6:00–10:00 pm	\$5,000	1 sponsor

Satellite symposia fees include one advance registration list that will be sent at the sponsors' request.

### FOR FURTHER INFORMATION, PLEASE CONTACT:

Laura Page, Exhibits Coordinator

**PHONE** 312-202-5034

**FAX** 312-202-5003

**E-MAIL** [lpag@facs.org](mailto:lpag@facs.org)

# COSM

COMBINED  
OTOLARYNGOLOGY  
SPRING  
MEETINGS

April 28–May 2, 2010  
Paris/Bally's Las Vegas, NV

## Satellite Symposia Space Request

All functions taking place during the 2010 COSM must be approved by COSM. Requests should be completed and returned no later than Friday, March 12, 2010. Requests received after this date can only be confirmed on a space-available basis.

**SPONSORING ORGANIZATION:** \_\_\_\_\_

**MEETING TITLE:** \_\_\_\_\_

- DAY/DATE PREFERENCE:**
- Wednesday, April 28      6:00–10:00 pm
  - Thursday, April 29      6:30–8:00 am
  - Thursday, April 29      6:00–10:00 pm
  - Friday, April 30      6:30–8:00 am
  - Friday, April 30      6:00–10:00 pm
  - Saturday, May 1      6:30–8:00 am
  - Saturday, May 1      6:00–10:00 pm

Please check here if your event should be listed in the COSM on-site program book. Changes and/or listing requests must be received by Friday, March 12, 2010.

Function		Setup	
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner	<input type="checkbox"/> Theater	<input type="checkbox"/> Rounds
<input type="checkbox"/> Reception	<input type="checkbox"/> Reception/Dinner	<input type="checkbox"/> Cocktail tables	<input type="checkbox"/> Head table for # _____
<input type="checkbox"/> Meeting		<input type="checkbox"/> Schoolroom	<input type="checkbox"/> Riser
<input type="checkbox"/> Other _____		<input type="checkbox"/> Special Requirements _____	
		<input type="checkbox"/> Other _____	

**ATTENDEES** Number of people expecting \_\_\_\_\_

Contact person \_\_\_\_\_

Company/Group \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**PLEASE RETURN TO:**

Laura Page, Exhibits Coordinator

American College of Surgeons, Attn: COSM

633 N. Saint Clair St., Chicago, IL 60611-3211

**FAX** 312-202-5003 **E-MAIL** lpage@facs.org

FOR COSM USE ONLY
SYM #
Room
Date Entered
Date Revised