



EXHIBITOR EVENTS

MANCHESTER GRAND HYATT

APRIL 18-22, 2012

SAN DIEGO, CA



American Academy of Facial Plastic and Reconstructive Surgery

American Broncho-Esophagological Association

American Laryngological Association

American Neurotology Society

American Otological Society

American Rhinologic Society

American Society of Pediatric Otolaryngology

The Triological Society

COSM | COMBINED
OTOLARYNGOLOGY
SPRING
MEETINGS

INTRODUCTION

GUIDELINES

SCHEDULE

SPACE REQUEST

RETURN TO COVER



INTRODUCTION

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 Exhibitor Events.

Sponsors receive the following value-added acknowledgments to enhance their 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 San Diego!

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: 312/267-1783

E-MAIL: lpag@facs.org



GUIDELINES FOR EXHIBITOR EVENTS

Organizers requesting function space must be an exhibiting company at the 2012 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 event, 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 Thursday, April 18, 2012 at 8:00am and adjourns on Sunday, April 22, 2012 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 exhibitor event. Specific time slots that exhibitor events can be held are indicated 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.

- All requests for function space will be handled through the COSM convention office. Requests made directly with Manchester Grand Hyatt 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.
- Exhibitor Event requests MUST include the following information pertaining to the planned event:
 - Day, date, time and title of event
 - 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 exhibitor event space requests is March 12, 2012. Requests will be accepted past this deadline, but are confirmed on a space available basis only.
- Once COSM approves the event, a non-refundable

application fee is required from exhibitor event organizers. Fees are as indicated on the following page. This fee is an application fee only and provides you with the right to conduct an exhibitor event. 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 Manchester Grand Hyatt. 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 co-sponsored by COSM. All invitations, event 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 exhibitor event. Hotel room distributions have been made available to you. Order forms are sent to each exhibiting company as they are confirmed.



EXHIBITOR EVENT SCHEDULE

The chart below indicates the available days, times, and fees for exhibitor events during the 2012 COSM. Approved time slots do not compete with any other official COSM educational programming.

DATE	TIME	FEE	LIMIT
WEDNESDAY, APRIL 18	6:00 pm – 10:00 pm	\$5,000	1 sponsor
THURSDAY, APRIL 19	6:30 am – 8:00 am	\$2,500	1 sponsor
	6:00 pm – 10:00 pm	\$5,000	1 sponsor
FRIDAY, APRIL 20	6:30 am – 8:00 am	\$2,500	1 sponsor
	6:00 pm – 10:00 pm	\$5,000	1 sponsor
SATURDAY, APRIL 21	6:30 am – 8:00 am	\$2,500	1 sponsor
	6:00 pm – 10:00 pm	\$5,000	1 sponsor

Exhibitor event fee includes 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: 312/267-1783

E-MAIL: lpag@facs.org

COSM MEETING SCHEDULE

	Wednesday 4/18/12	Thursday 4/19/12	Friday 4/20/12	Saturday 4/21/12	Sunday 4/22/12
AM	ALA AAFPRS	ARS ABEA	TRIO	ANS ASPO TRIO	AOS ASPO
PM	ABEA	ALA AAFPRS ARS	ARS ASPO TRIO	AOS ASPO	ANS
EVE	ALA – R ARS – R	Poster – R	ANS – R Poster – R	AOS – B ASPO – R	

Society Acronyms

- AAFPRS** American Academy of Facial Plastic and Reconstructive Surgery • www.aafprs.org
- ABEA** American Broncho-Esophagological Association • www.abea.net
- ALA** American Laryngological Association • www.alahns.org
- ANS** American Neurotology Society • www.americanneurotologysociety.com
- AOS** American Otological Society • www.americanotologicalsociety.com
- ARS** American Rhinologic Society • www.american-rhinologic.org
- ASPO** American Society of Pediatric Otolaryngology • www.aspo.us
- TRIO** The Triological Society • www.triological.org

Abbreviations

B Banquet

R Reception



EXHIBITOR EVENT SPACE REQUEST

COSM • April 18-22, 2012 • Manchester Grand Hyatt • San Diego, CA

All functions taking place during the 2012 COSM must be approved by COSM. Requests should be completed and returned no later than Monday, March 12, 2012. Requests received after this date can only be confirmed on a space available basis.

SPONSORING ORGANIZATION: _____

EVENT TITLE: _____

DAY/DATE PREFERENCE: _____

DATE	TIME	FEE
WEDNESDAY, APRIL 18	6:00 pm – 10:00 pm	\$5,000
THURSDAY, APRIL 19	6:30 am – 8:00 am	\$2,500
	6:00 pm – 10:00 pm	\$5,000
FRIDAY, APRIL 20	6:30 am – 8:00 am	\$2,500
	6:00 pm – 10:00 pm	\$5,000
SATURDAY, APRIL 21	6:30 am – 8:00 am	\$2,500
	6:00 pm – 10:00 pm	\$5,000

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 Monday, March 12, 2012.

FUNCTION

- Breakfast
- Reception
- Meeting
- Dinner
- Reception/Dinner
- Other _____

SETUP

- Theatre
- Cocktail Tables
- Schoolroom
- Rounds
- Head Table for _____
- Riser
- Special Requirements _____
- 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: 312-267-1783 **EMAIL:** lpage@facs.org

FOR COSM USE ONLY

EXH #	ROOM
DATE ENTERED	DATE REVISED