GUIDELINES FOR INDUSTRY-SPONSORED SYMPOSIA

20th North American ISSX Meeting
2025 M Street NW, Suite 800
Washington, DC 20036
Email: information@issx.org
Fax: +1-202-367-2160

Industry-Sponsored Symposia (ISS) are commercially supported educational and promotional activities held in conjunction with the 20th North American ISSX Meeting to be held October 18 – 22, 2015 in Orlando, FL, USA. This document has been designed to guide you in the preparation of your proposal submission. Please review it thoroughly before submitting.

The information presented in the ISS must be balanced and provide the attendee with an objective viewpoint. However, each ISS is also designed to give you a platform to present your company's products and services. Proposals for ISS will be evaluated for the ability to provide educational content distinct from that in the official ISSX scientific meeting program.

ISSX may refuse to review any proposal that does not meet the criteria set forth in these guidelines. In order to maintain a balanced program, the meeting organizers will select no more than one proposal per company.

The Industry-Sponsored Symposia must be open to all meeting attendees and will be scheduled so as to not compete with ISSX-sponsored events including the short courses held prior to the ISSX scientific meeting, receptions, event, or any component of the scientific sessions, including plenary or concurrent sessions.

Applications will be approved and the scientific content (merit) of the program is subject to review and prior approval by the Scientific Advisory Committee.

Fee: $5,000 for 60-minute morning symposia. Fee includes promotion by ISSX as a Web site link, half-page ad in the ISSX Newsletter (if timing permits), a listing in the Onsite Program (if timing permits), two free meeting registrations, and up to two additional reduced-rate meeting registrations (at the same price as those offered to exhibitors). Expenses related to audio-visual services, food & beverage, etc. will be borne by the company hosting the ISS.
PROPOSAL SUBMISSIONS MUST INCLUDE THE FOLLOWING:

- Application Form
- Educational Needs Statement
- Content Outline
- Learning Objectives

RULES AND REGULATIONS FOR INDUSTRY-SPONSORED SYMPOSIA

1. The International Society for the Study of Xenobiotics (ISSX) name and logo is the exclusive property of, and trademarked by, the International Society for the Study of Xenobiotics. Aside from the approved wording (refer to “Preparation of Promotional and Other Satellite Materials” section below), the International Society for the Study of Xenobiotics (ISSX) name, insignia, logo, acronym, or any reference to the 20th North American ISSX Meeting may not be used in mailing pieces, signs, advertising or promotions in any media, or on descriptive product literature either inside or outside of the exhibit area, prior to, during, or after the meeting.

2. ISSX reserves the right to review all mailings and other promotional items and activities employed to publicize any approved ISS to take place over the official meeting dates. All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, Web site listings, other promotional and meeting materials, and enduring materials must be approved by ISSX prior to printing or release.

3. ISSX prohibits the distribution of any meeting announcements or promotional materials within the hotels. Hotel room drops are strictly prohibited. Promotion from within your company’s exhibit booth is permitted.

4. Any proposals received by the meeting office after August 21, 2015 will not be accepted. Proposals sent via email can be accepted.

5. Notice of acceptance will be provided by August 28, 2015. Full payment is due on or before September 4, 2015. If payment is not received by this date, the program will be canceled.

6. If the ISS is canceled for any reason prior to or on September 4, 2015, the full payment will be refunded if the slot can be reassigned. If the slot cannot be reassigned, 50% of the payment will be refunded. No refunds will be granted after September 4, 2015.

7. Application for an ISS signifies that you have read the Industry-Sponsored Symposia Guidelines and understand and agree to comply with the financial, administrative, and other responsibilities associated with this meeting.

8. Sponsor must acknowledge that ISSX can in no way guarantee attendance at your session.

If the above rules are not adhered to in full, ISSX reserves the right to cancel your event at any time.

| ISS #1 | Monday, October 19, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #2 | Monday, October 19, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #3 | Tuesday, October 20, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #4 | Tuesday, October 20, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #5 | Wednesday, October 21, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #6 | Wednesday, October 21, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #7 | Thursday, October 22, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |
| ISS #8 | Thursday, October 22, 2015* | 7:30 a.m. - 8:30 a.m. | $5,000 |

*Please Note: All times are subject to change
MEETING AND FUNCTION SPACE

ISS will be held in meetings rooms at the Hilton Bonnet Creek Hotel. Room names will be confirmed after acceptance of ISS application. Organizers may conduct pre-registration; however, no ISSX attendee may be prohibited from attending the symposium. The supporting organizations should be prepared with enough materials and food and beverage to accommodate any ISSX meeting registrant who wishes to attend the symposium.

Once an ISS is approved, the meeting office staff will contact the approved company to review logistics including audio/visual equipment and food and beverage. The organizer is responsible for all costs associated with the program, including food and beverage, audio/visual equipment and labor, music license fees, speaker travel and honoraria, hotel labor costs, etc. There is no charge for utilizing ISSX function space at the Hilton Bonnet Creek Hotel for approved symposia.

PREPARATION OF PROMOTIONAL AND OTHER SATELLITE MATERIALS

All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, Web site listings, other promotional and meeting materials, and any enduring materials must be approved by ISSX prior to printing or release. Please allow five business days for approval of promotional materials. All promotional and meeting materials and any enduring materials for the ISS must state the following (use this exact wording):

“This session is an industry-sponsored symposium. Although not an official part of the 20th North American ISSX Meeting, this program has been reviewed and its presentation permitted by the meeting organizers.”

This text must be placed in a prominent area on all materials associated with your program.

MARKETING AND PROMOTION

If desired, ISSX will assist in the promotion of approved ISS in the following ways:

One Onsite Program listing to be distributed at the meeting and one scientific meeting Web site listing, including program title, speaker names and affiliations, supporting company name, and date and time of program.

One complimentary mailing list, in electronic form, consisting of pre-meeting attendees will be made available. The mailing list is available after payment for the symposium has been received by ISSX. Email addresses are not provided.

Poster Displays: Organizers may display posters on the day of their meeting. Display signs should be no larger than 22” x 28” and may be placed as follows:

- One (1) sign placed outside the meeting room no more than 60 minutes before the start time of the function.
- One (1) sign placed near the General Session room no more than 24 hours before the start time of the function, and not within 50 feet of the ISSX meeting registration area.

Exact placement of signs will be at the discretion of the ISSX Meeting Manager.

Your personnel or agents may not distribute any literature directly to meeting attendees at the Hilton Bonnet Creek, except from within the supporting company’s exhibit booth. Organizers are welcomed and encouraged to promote their ISS using the approved wording (refer to “Preparation of Promotional and Other Symposia Materials” section above) from their exhibit booth in the ISSX Exhibit Area.

LIABILITY

For all official symposia and unofficial educational, social, or other types of meetings or events to which ISSX attendees are invited or may attend, the event/meeting organizer and/or sponsor and not ISSX will take full responsibility for the event/meeting and will hold harmless the International Society for the Study of Xenobiotics, the Japanese Society for the Study of Xenobiotics, the societies’ officers, agents, and employees from any and all liability associated with the symposia. By the industry supporter or their designee completing and submitting the application form, ISSX is released from any and all liability.
INDUSTRY-SPONSORED SYMPOSIA APPLICATION FORM

To be submitted by August 21, 2015 with all other required application elements:

• Brief Educational Needs Statement  • Content Outline  • Learning Objectives

COMPANY INFORMATION

COMPANY NAME: ____________________________________________

CONTACT NAME: ____________________________________________

TITLE: _______________________________ E-MAIL: ____________________________

ADDRESS: ____________________________________________________

CITY: _______________________________ PROVINCE / STATE: _____________ ZIP: _____________

COUNTRY: _______________________________ TELEPHONE: _____________ FAX: _____________

THIRD PARTY ORGANIZER (if applicable)

COMPANY NAME: ____________________________________________

CONTACT NAME: ____________________________________________

TITLE: _______________________________ E-MAIL: ____________________________

ADDRESS: ____________________________________________________

CITY: _______________________________ PROVINCE / STATE: _____________ ZIP: _____________

COUNTRY: _______________________________ TELEPHONE: _____________ FAX: _____________

SESSION TOPIC OR WORKING SESSION TITLE:

______________________________

RANK ORDER PREFERENCE OF PRESENTATION DATE/TIME*:

Place #1 next to your preferred time slot, #2 next to your second preferred time slot, etc. Please indicate any time slot for which you do not wish to be considered. ISSX reserves the right of final assignment, and cannot guarantee that your preferred slots will be available. If you choose not to be considered for some time slots, and your preferred slots are not available, ISSX will be unable to assign you an Industry-Sponsored Symposia (ISS).

<table>
<thead>
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*Please Note: ISSX holds the right to assign multiple companies to a time slot (no more than two).

Return completed Industry-Sponsored Symposia Application and materials to:

ISSX Sponsorships | 2025 M Street NW, Suite 800 | Washington, DC 20036 USA

information@issx.org