



# Sponsorship Prospectus 2024

ACTRIMS Forum 2024

Neurology Resident Summit in Multiple Sclerosis

February 29 - March 2, 2024

West Palm Beach, Florida

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**Building a community that advances  
the science and treatment of MS and  
related disorders**

Founded in 1995, Americas Committee for Treatment and Research in Multiple Sclerosis (ACTRIMS®) is a community of leaders from the United States and Canada who are dedicated to the treatment and research in MS and other demyelinating diseases. ACTRIMS focuses on knowledge dissemination, education, and collaboration among disciplines.

ACTRIMS provides an annual Forum for experienced and newer clinicians and researchers to exchange information, debate current issues, and discuss advances related to basic research and clinical issues. This CE-accredited meeting stands apart from many traditional medical meetings by offering a singular track of scientific and clinical presentations in a dynamic environment.

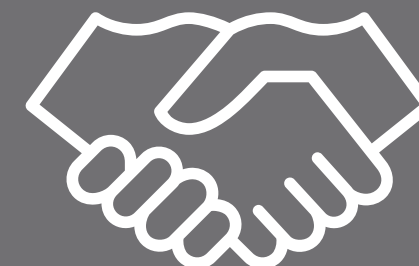
One of the major initiatives of ACTRIMS is to foster the careers of young neurologists in training who have an interest in multiple sclerosis; this is done through a Resident Summit held in conjunction with the annual Forum and a standalone clinical neuroimmunology summit geared towards young scientists.



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# RESIDENT SUMMIT

ACTRIMS is committed to engaging Young Investigators and fostering careers in the MS field. The annual Neurology Resident Summit in Multiple Sclerosis is a CE-accredited program held in conjunction with the ACTRIMS Forum and brings together approximately 100 fourth-year medical students, PGY-2, and/or PGY-3 residents to discuss:

- State-of-the-art MS therapeutics and research
- Opportunities for training in fellowship programs
- The spectrum of careers that are attainable in MS research and clinical practice

The Resident Summit, chaired by Dr. Benjamin M. Segal, provides a historical perspective on the management of MS, an overview of future directions in MS therapeutics, an expert panel discussion, and break-out sessions to discuss careers in clinical and investigative neuroimmunology. Participants are selected to attend the Resident Summit by a review committee. Accepted participants also attend the ACTRIMS Forum and the Advanced Curriculum for Multiple Sclerosis Pre-Course. [Learn more.](#)

***The 2024 Resident Summit will be held prior to the ACTRIMS Forum from February 27 - 28 at the Hilton West Palm Beach. Due to the program's educational nature, attendance is reserved exclusively for residents and ACTRIMS leadership, unless otherwise specified in the following sponsorship opportunities.***



# RESIDENT SUMMIT

## SPONSORSHIP OPPORTUNITIES

All sponsorship opportunities are available on a first-come, first-served basis. In addition to the recognition outlined with each support opportunity, sponsors will also receive corporate logo recognition on the Resident Summit webpage with a link to the supporting company's corporate website, in select Resident Summit promotions, and in the digital program book.

### **NEW in 2024! "Know Before You Go" Prep Video - \$15,000**

ACTRIMS will produce a "Know Before You Go" video that will be emailed to registrants with tips on how to make the most of the Resident Summit experience. The Industry Supporter will receive corporate recognition during the video introduction. Production included. One complimentary Industry Delegate Forum registration is included.

### **Prep Package - \$15,000**

Help build engagement by providing attendees with a Resident Summit "Prep Package." The Prep Package will include ACTRIMS-branded swag such as a notebook, pen, and other welcome materials. A custom postcard designed by the Industry Supporter will be included in each package and may feature corporate recognition. Specific swag to be confirmed at ACTRIMS' discretion. Production included. One complimentary Industry Delegate Forum registration is included.

### **Resident Summit Social - \$10,000 **SOLD****

Participants of the Resident Summit will have the opportunity to mix and mingle with peers and senior faculty during a special reception on Tuesday, February 27 from 6:00 - 7:30 pm at the Hilton West Palm Beach. The exclusive supporter of this Social will receive special corporate recognition on signage during the event. The Industry Supporter may register up to two Industry Delegates to attend the social.



# RESIDENT SUMMIT

## SPONSORSHIP OPPORTUNITIES

(Continued)



**NEW in 2024! Industry Careers and Collaboration Panel - \$10,000 per Industry Supporter (3 of 4 SOLD)**

This panel will discuss a variety of topics with Resident Summit participants including collaborations between industry corporations and academic institutions, identification of therapeutic targets/novel agents for development, drug development from preclinical studies to Phase 1-3 trials, career opportunities for clinicians in industry, and DEI efforts in industry. One representative from up to four separate industry supporting organizations may participate in the panel. Industry panelists may attend networking meals and breaks throughout the day of the panel. Industry attendance at other Summit educational sessions is prohibited. A Resident Summit faculty member will moderate the panel and industry representatives will need to be approved by ACTRIMS.

**Resident Summit Programming - \$5,000 per session**

Developing Young Investigators and Clinicians is a core value of ACTRIMS. Support one of the following sessions and receive special signage recognition featuring text of the Industry Supporter's corporate name. Corporate logos are not permitted. Sessions include:

- Workshop: Women and Underrepresented Minorities in MS Research: Challenges, Strategies, and Support Networks **SOLD**
- Didactic Presentations: The Management of MS and Future Directions in MS Therapeutics **SOLD**
- Panel Discussion: Career Trajectories in Neuroimmunology

# ACTRIMS FORUM

The ninth annual ACTRIMS Forum will take place February 29 - March 2, 2024, in West Palm Beach, Florida at the Palm Beach County Convention Center and Hilton West Palm Beach.

This CE-accredited meeting stands apart from many traditional medical meetings by offering a singular track of scientific and clinical presentations in a dynamic environment, along with numerous networking opportunities.

Highlights of the Forum include the Kenneth P. Johnson Memorial Lecture and the National Multiple Sclerosis Society (NMSS) Barancik Award presentation and talk. In addition, poster sessions will showcase over 400 poster presentations.

This year's theme is "Breaking Barriers in MS." The scientific program will include discussion of barriers such as healthcare disparities and access to care, CNS borders and associated cells, impediments to neural repair, rehabilitation roadblocks, and clinical trial design considerations. Explore how to overcome barriers to successfully meet ACTRIMS' mission *to build a community that advances the science and treatment of multiple sclerosis and related disorders.*

Visit [forum.actrims.org](https://forum.actrims.org) for complete meeting information.



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# ACTRIMS FORUM

## INDUSTRY HUB

ACTRIMS is excited to build upon the success of the first in-person Industry Hub during the Forum 2023 with its return in West Palm Beach for 2024!

The Industry Hub reimagines how Delegates and Industry Supporters engage by removing exhibit booths and focusing on Business Suites and Business Pods that are designed to foster 1:1 or small group conversations.

Halls A & B at the Palm Beach County Convention Center will be transformed into the Industry Hub featuring custom Business Suites as well as Business Pods. The Industry Hub will also feature poster sessions, daily meals and cocktail breaks, networking lounges, and expanded branding opportunities – making this the go-to space for attendees to connect and engage with Industry Supporters!

*Refer to the following pages for Business Suite and Business Pod sizing and pricing information, as well as a preliminary floorplan.*



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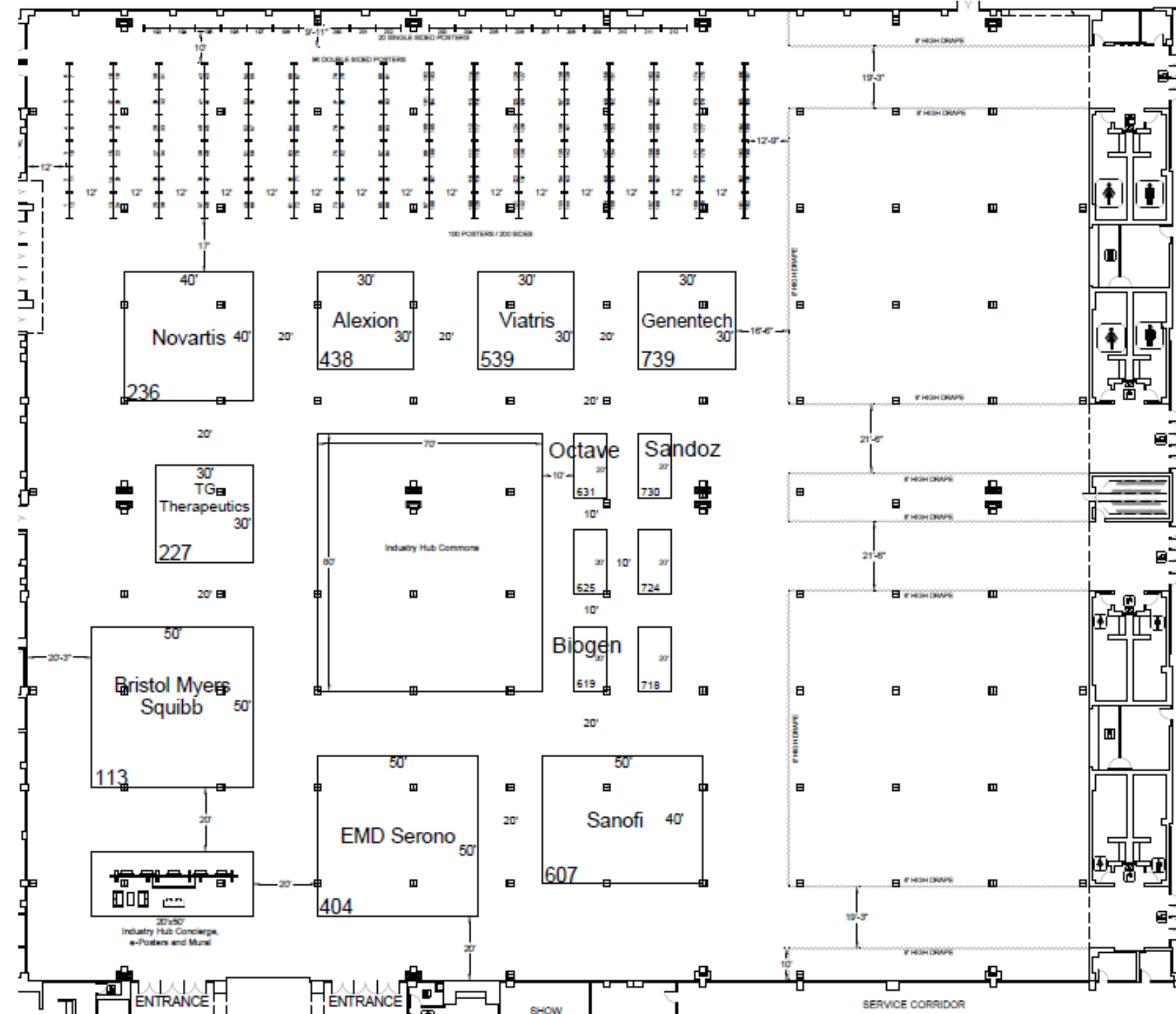


# ACTRIMS FORUM

## INDUSTRY HUB FLOORPLAN\*

Convention Center,  
Level One, Halls A & B

*\*Subject to change based on final  
Business Suite and Business Pod  
selections and assignments.*



**Main Entrance**



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# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES

Industry Supporters must complete the online [Sponsorship Request Form](#) to indicate their preferred sponsorship opportunities. All sponsorships are available on a first-come, first-served basis. In addition to the recognition outlined with each support opportunity, sponsors will receive corporate logo recognition on the Forum website with a link to the supporter's corporate website, recognition on select onsite signage and in the digital program book, as well as a company profile in the event app.



### **Industry Hub Commons - \$30,000 SOLD**

The Industry Hub will include a central common area for attendees to gather and connect with ample seating. The Industry Hub Commons will be the place to find colleagues, grab refreshments, and take in all that the Industry Hub has to offer. Daily meals will be located near the Commons. Specific corporate or product branding opportunities will be confirmed upon confirmation of support. Includes production. Three complimentary Industry Delegate registrations are included.

### **Event App - \$25,000 SOLD**

The ACTRIMS Forum Event App is the best tool for attendees to navigate the Forum. Attendees will access the program schedule, live stream, ePosters, general meeting information, and more via the event app - they can even submit questions to presenters. The splash page of the event app will include the Industry Supporter's corporate logo. Includes production. Two complimentary Industry Delegate registrations are included.

### **Wi-Fi - \$25,000 SOLD**

Internet access will be available to Forum attendees throughout the ACTRIMS meeting space at the Palm Beach County Convention Center and Hilton West Palm Beach. The Industry Supporter's corporate logo will be included on the Wi-Fi landing page at both venues. The Wi-Fi SSID will be ACTRIMS2024 and the password will be the Industry Supporter's corporate name. Two complimentary Industry Delegate registrations are included.

# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES (Continued)

### ePoster Stations - \$25,000 **SOLD**

Offer attendees an easy and efficient way to view digital posters by supporting ePoster stations located near the entrance of the Industry Hub. Each station will feature corporate recognition of the Industry Supporter. Includes production. Two complimentary Industry Delegate registrations are included.

### Mobile Charging Cubes - \$20,000 **SOLD**

Seating areas scattered throughout the Industry Hub will provide a convenient space for participants to unwind and charge their mobile device. Each seating area will include a charging cube featuring the Industry Supporter's corporate message or product branding. Includes production. Two complimentary Industry Delegate registrations are included.

### "Know Before You Go" Prep Video - \$20,000

To ensure that participants have an understanding on how to best utilize the Industry Hub, ACTRIMS will produce a "Know Before You Go" video with tips on how to navigate and interact with Industry Supporters in the Business Suite and Business Pod setting. The video will be posted to the ACTRIMS Forum 2024 website, in the Forum event app, and emailed to registrants. The Industry Supporter will receive corporate recognition during the video introduction. Includes production. Two complimentary Industry Delegate registrations are included.

### Hotel Room Key & Sleeve - \$20,000 **SOLD**

All ACTRIMS Forum attendees and their guests will receive a custom-branded hotel key card and sleeve as they check in under the official Forum hotel block. By supporting this item, you will be "in the pocket" of every attendee. Corporate logos only. The Industry Supporter may brand the key card; however, the sleeve branding will be jointly shared between ACTRIMS and the supporter. Includes production. Two complimentary Industry Delegate registrations are included.



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# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES

(Continued)

### Advertising Display Light Tower - Price Varies **SOLD**

Display your company's corporate or product branding on an illuminated, rotating advertising tower in the Industry Hub. Sponsors will have the opportunity to design custom artwork for this high-traffic area. Includes production. Limit one per Industry Supporter. Four towers available.

- \$20,000 - Exclusive branding of all four sides. Two complimentary Industry Delegate registrations are included.
- \$7,500 - Single panel. One complimentary Industry Delegate registration is included.

### Interactive Mural Wall - \$20,000

Promote attendee engagement by sponsoring a hand-painted mural experience in the Industry Hub. Watch an artist create a one-of-a-kind mural based on anonymous attendee responses to an inspiring question. The live art installation is sure to capture participant attention as they watch the progression over the course of the Forum. The Industry Supporter's corporate logo will be featured on the design. Two complimentary Industry Delegate registrations are included.

### Circuit Cars - \$15,000 **SOLD**

Attendees will be able to catch a ride to the Palm Beach County Convention Center on a Circuit electric shuttle! Circuit cars will rotate between the Convention Center and ACTRIMS-contracted hotels over the Forum dates. Circuit car branding will be jointly shared between ACTRIMS and the Industry Supporter. Only corporate logos are permitted. Includes production. One complimentary Industry Delegate registration is included.



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# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES

(Continued)

### Tabletop Branding - \$15,000 **SOLD**

Highboy tables will be scattered throughout the Industry Hub. Adhesive graphics featuring the Industry Supporter's corporate logo or product branding will be fixed to the surface of the tables. Includes production. Two opportunities of eight highboy tables near break stations are available. Limit one per Industry Supporter. One complimentary Industry Delegate registration is included.

### Carpet Marketing - \$15,000 **SOLD**

Take advantage of the entrance space inside the Industry Hub by purchasing a carpeted area to display your corporate logo or product message. Three opportunities available. Limit one per Industry Supporter. Includes production. One complimentary Industry Delegate registration is included.

### Hand Sanitizer Stations - \$10,000 **SOLD**

Hand sanitizer stations are provided throughout the Industry Hub to minimize germs and freshen attendees' hands. The Industry Supporter's corporate logo or product messaging will brand each station's structure. Includes production. One complimentary Industry Delegate registration is included.

### Relaxation & Restoration Room - \$10,000

Help attendees unwind in this calming space offering comfortable seating, dimmable lighting, and quiet. This wellness zone will also offer convenience and privacy for nursing parents. The Relaxation & Restoration Room will be open Thursday, February 29 – March 2. The exclusive supporter will receive special corporate recognition on signage. One complimentary Industry Delegate registration is included.



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# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES

(Continued)

### Wellness Activities - \$10,000

Organize and host a wellness activity for Forum attendees such as a meditation class or yoga, group walks, or massages with ACTRIMS final approval. Two opportunities available: Thursday, February 29 and/or Friday, March 1. ACTRIMS will promote and recognize the Industry Supporter of each activity in the program schedule, event app, and email marketing. One complimentary Industry Delegate registration is included.

### Brain Exchange Community Discussion - \$10,000

Sponsor a facilitated conversation discussing the latest scientific issues in a casual environment. See discussion topics below. Each supporter will rank their topic preferences for ACTRIMS' assignment. Preferred topics are not guaranteed and all topic assignments are final. ACTRIMS will identify and provide a moderator for each Brain Exchange to facilitate the conversation. While these conversations are intended for Forum Delegates, each Industry Supporter may identify one representative to attend and observe their respective sponsored Brain Exchange. One complimentary Industry Delegate registration is included.

- Thursday, February 29 from 12:30 – 1:15pm
  - Gender Parity in Career Progression
  - Barriers to Personalized Medicine
- Friday, March 1 from 12:30 – 1:15pm
  - Barriers to Imaging Myelin
  - Differential Diagnosis: Barriers and Challenges **SOLD**



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# ACTRIMS FORUM

## SPONSORSHIP OPPORTUNITIES

(Continued)

### Event App Virtual Insert - \$5,000

Select this opportunity to design and create your own virtual marketing piece that will be in the hands of attendees before, during, and after the Forum via the event app. Sponsored insert must be provided to ACTRIMS for approval for inclusion in the event app. Exclusive to ACTRIMS Forum sponsors.

### Direct Mailing List - \$5,000

One-time access to the postal mailing addresses of pre-registered Forum attendees that opt-in to receive communications from Industry Supporters. Email addresses are not included. A sample direct mailing piece must be provided to ACTRIMS for approval before the Industry Supporter produces. Once the sample direct mailing piece is approved, the Industry Supporter will then provide ACTRIMS with the contact information of the Industry Supporter's preferred mailing house. ACTRIMS will send the addresses of pre-registered attendees directly to the mailing house. Exclusive to ACTRIMS Forum sponsors.



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### Have a unique corporate initiative you'd like to share with Forum Delegates?

Initiatives that are oriented to a MS-relevant educational goal, highlight media and advocacy partnerships promoting patient care, contribute to the 2024 theme of "Breaking Barriers in MS," or align with [ACTRIMS' values](#) are encouraged. Contact Amanda Safa at [asafa@actrim.org](mailto:asafa@actrim.org) with your ideas and to discuss a custom sponsorship package.



# ACTRIMS FORUM

## NON-PROFIT SPONSORSHIP PACKAGE

ACTRIMS is pleased to offer non-profit organizations with a focus in MS the following sponsorship package at \$1,000. Complete the online [Sponsorship Request Form](#) to reserve this opportunity. Proof of non-profit status will be required. The sponsorship package includes:

- Up to a one-minute video interview onsite during the ACTRIMS Forum with the official ACTRIMS videographer addressing why the organization is attending. The interview time will be pre-arranged prior to the Forum. The interview will be featured along with the daily Forum highlight video. ACTRIMS may also post the video to ACTRIMS' social media channels.
- Virtual profile in the Forum event app with option for Delegates to request follow-up and/or schedule an appointment. The non-profit can also upload PDF attachments to their profile.
- Logo recognition on the Forum website with a link to the non-profit's website.
- Recognition in emails spotlighting the Industry Hub, including non-profits.
- Recognition on select materials such as onsite signage and the digital program book.
- One complimentary Delegate registration.



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# ACTRIMS FORUM

## BUSINESS SUITE OPPORTUNITIES

Business Suites are available exclusively to sponsors of the ACTRIMS Forum 2024 with a commitment of \$10,000 or above. Industry Supporters meeting the minimum contribution may complete the online [Sponsorship Request Form](#) and rank their preferred location. Preferred assignments are not guaranteed and all assignments are final.

A detailed Industry Supporter Manual will be provided separately to all confirmed Business Suite organizers outlining policies and procedures for gaining access to the show floor, required safety codes, product visibility, etc.

### Business Suite Pricing:

Size	Cost	Complimentary Badge Allocations*
30x30 / 900 sq. ft.	\$25,000	2 Industry Delegates & 2 Business Suite Vendors
40x50 / 2,000 sq. ft.	\$35,000	4 Industry Delegates & 2 Business Suite Vendors
50x50 / 2,500 sq. ft.	\$45,000	6 Industry Delegates & 2 Business Suite Vendors

\*Any additional Industry Delegate or Business Suite Vendor registrations will be charged the prevailing rates.

### Business Suite Hours (subject to change):

#### Move-In

Tuesday, February 27, 2:00pm - 10:00pm (by appointment only)  
Wednesday, February 28, 8:00am - 10:00pm (open to all)

#### Open

Thursday, February 29, 7:30am - 7:30pm  
Friday, March 1, 7:30am - 7:30pm

#### Move-Out

Friday, March 1, 7:30pm - 10:00pm  
Saturday, March 2, 8:00am - 12:00pm



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# ACTRIMS FORUM

## BUSINESS POD OPPORTUNITIES

Business Pods are available to Industry Supporters for \$10,000 with no minimum sponsorship commitment. Each Business Pod is 200 sq. ft. and designed to provide “plug and play” convenience, including:

- Comfortable furnishings and carpet
- Corporate logo recognition near pod entrance
- Two complimentary Industry Delegate registrations

Simply bring business collateral, laptops, or other materials that will be beneficial for small group meetings and 1:1 conversations. A sample rendering of the Business Pod design is enclosed; Business Pod organizers must use the existing layout.

The entryway to each Business Pod will be branded with the Industry Supporter's corporate logo for identification. Industry Supporters will have the option to brand additional exterior pod walls at their expense. Business Pods are not exhibits; additional signage, banners, or displays of any kind may not be placed inside or outside of the Business Pod. Internet and electrical will not be provided but can be ordered directly with the Palm Beach County Convention Center at the Business Pod organizer's expense.

### **Business Pod Hours (subject to change):**

- Move-In is not required as Business Pod organizers must use the existing layout provided by ACTRIMS.
- Business Pods will be open Thursday, February 29 and Friday March 1 from 7:30am - 7:30pm.
- Business Pod organizers must remove all materials by 10:00pm on Friday, March 1.



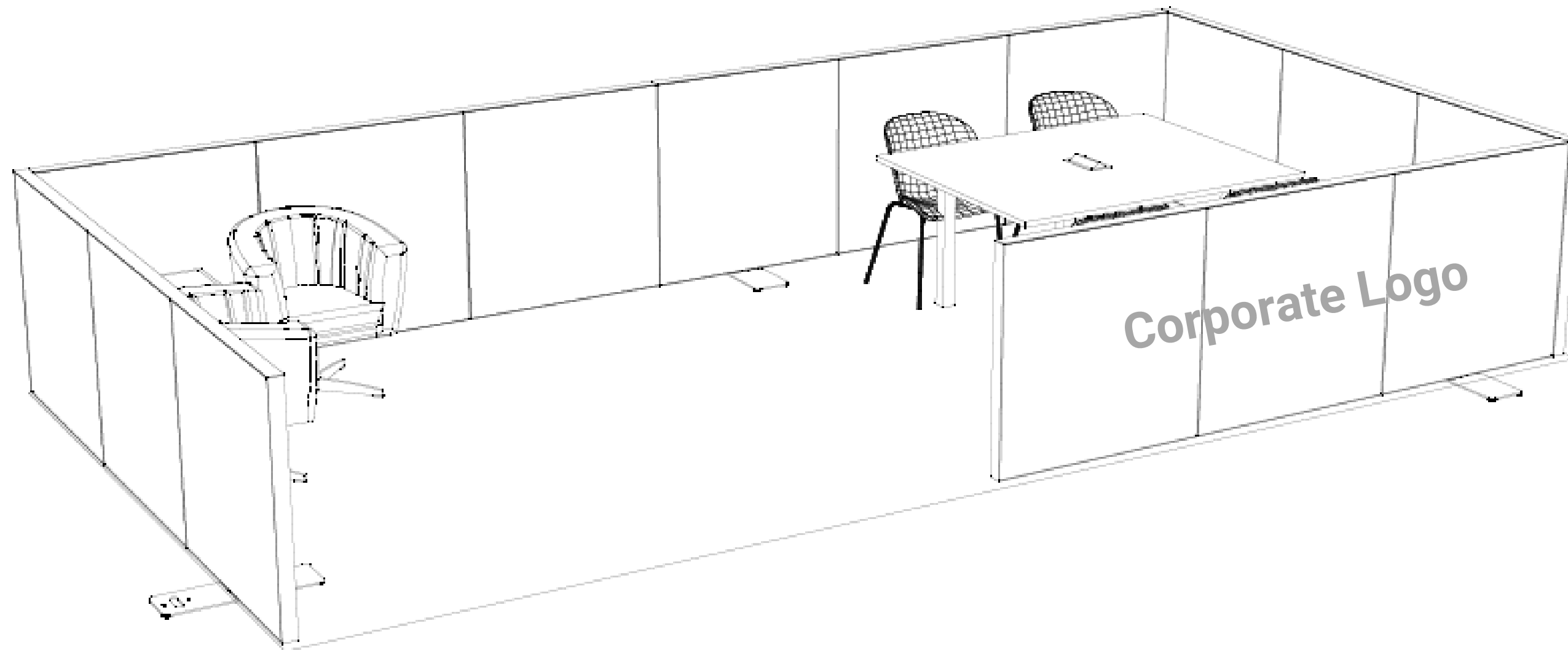
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# ACTRIMS FORUM

## BUSINESS POD DESIGN

(Draft; Subject to change)



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# ACTRIMS FORUM

## BUSINESS SUITE & BUSINESS POD GUIDELINES

- Limit of one Business Suite or one Business Pod per supporting organization until November 30, 2023. After November 30, 2023, supporting organizations may purchase additional space if availability remains.
- All Business Suites and Business Pods are sold on a first-come, first-served basis.
- Industry Supporters will be required to indicate their preferred Business Suite or Business Pod location via the [Sponsorship Request Form](#). Preferred locations are not guaranteed and all assignments are final.
- Industry Supporters should be mindful of the ACTRIMS Forum primary educational focus and respect attendees' time by limiting their solicitation.
- Business Suites and Business Pods are intended for small group meetings and 1:1 conversations. Business Suites may also be used for ACTRIMS-approved gatherings.
- Business Suites and Business Pods may not be used to organize activities such as media briefings, press conferences, Satellite Symposia, or Industry Showcases.
- Any noise generated must not be audible in adjacent Business Suites or Business Pods. Music or party-type atmosphere of any kind is strictly prohibited.
- Industry Supporters are responsible for complying with all relevant industry codes and standards.
- Industry Supporters may not enter another Business Suite or Business Pod without invitation.
- ACTRIMS has the right to enter Business Suites or Business Pods at any time.



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# ACTRIMS FORUM

## ADDITIONAL BUSINESS SUITE GUIDELINES

- Business Suites include the space only, without furniture or equipment. Each Industry Supporter is responsible for contracting their preferred supplier(s) for the design and build of their custom space as well as any additional services such as food and beverage, hostesses, furniture, internet, electrical, etc. Expenses will be the responsibility of the Industry Supporter.
- The entire cubic content of the space may be used up to the maximum allowable height of 12 ft., which includes signage.
- In consideration of setup and dismantle times, double decker Business Suites and any suspension or rigging is prohibited.
- Business suites are not exhibit booths and may not be fully open. To create an inviting environment and encourage walk-in foot traffic, Business Suites are permitted to have up to approximately one third of the total cubic content unwallled with the remaining two thirds enclosed for small group and/or 1:1 meetings. The unwallled portion must include a greeter counter staffed by the Industry Supporter.
- ACTRIMS will provide wayfinding signage throughout the Industry Hub. Business Suite organizers must brand the greeter counter and/or exterior walls of the Business Suite for identification. All décor and signage must be contained inside the cubic content of the assigned Business Suite.
- Both corporate and product branding are permitted on the interior and exterior of Business Suites; however, all designs must be tasteful and courteous to neighboring Business Suites and Business Pods.
- Group activities such as educational and meet-the-expert sessions are limited to 15 Delegates during ACTRIMS Forum program hours from 8:00am – 7:30pm on Thursday, February 29 and Friday, March 1. Distribution of alcoholic beverages is strictly prohibited within the Business Suites while educational sessions are taking place.
- ACTRIMS approved gatherings may take place after 7:30pm on Thursday, February 29 and Friday, March 1. There is not a capacity limit for the number of participants at gatherings as long as the Business Suite capacity is not exceeded.



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# ACTRIMS FORUM

## GUIDANCE TO ENGAGE FORUM DELEGATES

ACTRIMS surveyed Forum Delegates regarding topics that would be most appealing to learn about or discuss with Industry Supporters. Clinical research, trial data, case discussions, and medical education subject matters were most highly rated followed by product information and corporate initiatives such as DEI, addressing disparities in care, etc.

Survey results also indicated that ACTRIMS Delegates are most likely to respond favorably to an invitation to an appointment in a Business Suite or Business Pod to discuss the above topics followed by an invitation to attend a networking activity in a Business Suite or Business Pod. They are less likely to “drop in” uninvited.

The ACTRIMS Forum 2024 event app will be announced approximately two weeks prior to the Forum and will include attendee profiles. As Delegates opt in and create their profiles in the app, Industry Supporters may message Delegates to invite them to their Business Suite or Business Pod. In addition, Industry Supporters may enable the opportunity for Delegates to schedule a meeting with them through the Industry Supporter's profile and/or request follow up from the Industry Supporter.





# ACTRIMS FORUM

## INDUSTRY SHOWCASE OPPORTUNITIES

On-demand Industry Showcases are available for \$10,000 each. Industry Showcases are 20-minute presentations that highlight corporate MS initiatives such as DEI, addressing disparities in care, research innovation, media and advocacy partnerships promoting patient care, etc. Industry Showcases may also address relevant research and data related to a specific drug, device, service, or product. Industry Showcases must be pre-recorded and will be available on demand via the ACTRIMS Forum 2024 event app. There is not a minimum sponsorship commitment to purchase an on demand Industry Showcase. One complimentary virtual pass for Industry Showcase faculty is included.

### Additional Information:

- Industry Showcase titles and appropriate disclaimer information will be listed on the Program Schedule page of the Forum website.
- Industry Showcases can be accessed in the event app under the Industry Showcase and On-Demand Video icons.
- Program descriptions and faculty information will appear in the event app.
- Industry Showcase organizers may opt to enable public chat, meeting scheduling, or follow up through the event app.
- ACTRIMS will prepare and circulate an email outlining all on-demand Industry Showcases to all pre-registrants.
- ACTRIMS will send push notifications via the event app to remind attendees to view on-demand Industry Showcases.
- The event app will launch two weeks prior to the Forum. As a courtesy to Industry Showcase organizers and to allow for optimal viewership, Industry Showcases may be published at the time of the app launch. Any recordings received after the launch will be published the first day of the Forum.
- ACTRIMS will provide Industry Showcase organizers a summary report of attendees who viewed the Industry Showcase via the event app following the conclusion of the event.



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# ACTRIMS FORUM

## INDUSTRY SHOWCASE GUIDELINES

*Industry Showcase guidelines and sanctions will be enforced to ensure that there are no disruptions to the program and are subject to change at any time without notice.*

### Organization:

- All Industry Showcase presentations must be tasteful, appropriate, and professional in nature, while providing significant educational value.
- Industry Showcases are organized and entirely supported by third-party organizations.
- **Only pre-recorded, on-demand Industry Showcases will be accepted.**
- Limit of two Industry Showcases per organization.
- Start and stop times must be strictly adhered to.
- Content may not include information or abstracts scheduled for presentation during the Forum program.
- Due to the promotional nature of Industry Showcases, continuing education (CE) is prohibited.
- Faculty are to be invited by the Industry Showcase organizer. ACTRIMS is not responsible for honoraria or registration fees.
- **To avoid conflicts of interest, faculty presenting in ACTRIMS Forum certified education may not present in any Industry Showcase. Review the Forum program and faculty [online](#).**
- The number of Industry Supported Satellite Symposia or Industry Showcases in which any one participant may be involved as a presenter, discussant, or chair is limited to two. If a participant is a chair and a speaker at the same symposium or showcase, it will be considered as only one activity. Satellite Symposia or Industry Showcase organizers are responsible for communicating this policy to their faculty at the time of their invitation to ensure compliance.
- **The Industry Showcase organizer must submit the Industry Showcase title, agenda, and speaker information to ACTRIMS for approval. The Industry Showcase organizer must notify ACTRIMS immediately in the event of any faculty or agenda changes following this screening process.**



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# ACTRIMS FORUM

## INDUSTRY SHOWCASE GUIDELINES

(Continued)

### Organization (Continued):

- All Industry Showcases will be published in the event app for attendees to view on demand. Access to the event app is available to both in-person and virtual pass only registrants.

### Presentation:

- Product brand names may not appear in the title of an Industry Showcase. Generic product names are acceptable. Scientific names are also preferred in any promotional materials, presentation slides, or materials presented.
- Industry Showcase organizers are solely responsible for the content of their presentation, including obtaining all appropriate copyright permissions and licenses for slides and other materials that will be presented.
- The Industry Showcase organizer may produce supporting materials to be included in the event app. This material must be submitted for review and approval by ACTRIMS and must state, *"This independent Industry Showcase is not included in the ACTRIMS Forum accredited program. No CE credit provided."* The Industry Showcase organizer is responsible for involving its speakers in the development and review of such materials and must have their consent prior to distribution.

### Disclosures:

- ACTRIMS will include the following statement on all program materials: *"This activity is an independently supported presentation, not included in the ACTRIMS Forum accredited program. No CE credit provided."*
- ACTRIMS will provide Industry Showcase organizers with a slide to display at the start of their presentation that includes the above statement.



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# ACTRIMS FORUM

## SATELLITE SYMPOSIA OPPORTUNITIES

Four live in-person Satellite Symposia slots are available at \$50,000 each. Additional Satellite Symposia may be pre-recorded and available on demand via the ACTRIMS Forum 2024 event app at \$30,000 each. Preferred time slots for live in-person Satellite Symposia are not guaranteed. All slot assignments are final.

**Only Satellite Symposia programs offering continuing education (CE) credit are allowed.** Accreditation is the organizer's responsibility. All Satellite Symposia must comply with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education. The symposium organizer must complete the [Satellite Symposium Application](#) to indicate their intent to organize a symposium.

All Satellite Symposia proposals will be reviewed by the ACTRIMS Scientific Program Committee. Live in-person symposia slots will be assigned on a first-come, first-served basis. The Scientific Program Committee and the Forum accredited CE provider adhere to the Standards for Integrity and Independence as defined by ACCME.

### Live In-Person Time Slots:

Thursday, February 29, 8:00 - 9:00am

Thursday, February 29, 12:20 - 1:20pm **SOLD**

Friday, March 1, 8:00 - 9:00am **SOLD**

Friday, March 1, 12:20 - 1:20pm **SOLD**



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# ACTRIMS FORUM

## SATELLITE SYMPOSIA OPPORTUNITIES

(Continued)

### Additional Information:

- Satellite Symposium titles, dates, times, and appropriate disclaimer information will be listed on the Program Schedule page of the Forum website. ACTRIMS will link from the Forum website to the symposium organizer's website with the symposium information, if applicable.
- Live in-person Satellite Symposia will be accessible in the event app under the Agenda and Satellite Symposia icons. Virtual Satellite Symposia will be accessible in the event app under the On-Demand Videos and Satellite Symposia icons.
- Program descriptions and faculty information will be listed in the event app for all Satellite Symposia.
- Symposium organizers may opt to enable public chat, meeting scheduling, or follow up through the event app.
- ACTRIMS will prepare and circulate an email outlining the full Satellite Symposia schedule and on-demand options to all pre-registrants.
- ACTRIMS will send a push notification via the event app prior to the start of live Satellite Symposia to encourage attendance as well as reminders to view on-demand Satellite Symposia.
- In-person Satellite Symposia will be live streamed via the event app. With permission, ACTRIMS will also record in-person Satellite Symposia. The complete recording will be available to the organizers for their records. Following the live event and with the organizer's permission, Satellite Symposia recordings will be made available on demand in the event app and in the ACTRIMS Online Library.
- Live in-person symposia organizers may purchase lead retrieval services to capture attendee contact information. ACTRIMS will provide virtual Satellite Symposium organizers a summary report of attendees who viewed the symposium via the event app following the conclusion of the event.
- The event app will launch two weeks prior to the Forum. As a courtesy to virtual Satellite Symposia organizers and to allow for optimal viewership, virtual Satellite Symposia may be published at the time of the app launch. Any recordings received after the launch will be published the first day of the Forum.



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# ACTRIMS FORUM

## SATELLITE SYMPOSIA GUIDELINES

*Satellite Symposia guidelines and sanctions will be enforced to ensure that there are no disruptions to the program and are subject to change at any time without notice.*

### Organization:

- Satellite Symposia are organized and entirely supported by third-party organizations.
- Commercial organizations are limited to fully funding one symposium per ACTRIMS Forum. However, commercial organizations are permitted to partially fund multiple Satellite Symposia during an ACTRIMS Forum.
- **Only Satellite Symposia programs that offer certified continuing education (CE) are allowed.** Accreditation is the organizer's responsibility. All Satellite Symposia must comply with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.
- Symposia are limited to 60 minutes including Q&A. Start and stop times must be strictly adhered to.
- The nature of the symposium, including the selection of topics, must be oriented to an MS-relevant educational goal. **Satellite Symposia that contribute to the 2024 theme of "Breaking Barriers in MS" or align with [ACTRIMS' values](#) are encouraged.** The topics must complement, but not duplicate, themes or sessions in the official [ACTRIMS Forum program](#).
- Faculty are to be invited by the symposium organizer. All faculty for live in-person symposia are required to present in-person at the Forum and must be present for the entire duration of the symposium. Virtual speaker participation is not permitted. ACTRIMS is not responsible for honoraria or registration fees.
- **Satellite Symposia must be well balanced and faculty should be chosen from emerging as well as more experienced investigators and clinicians. In addition, diverse faculty representation regarding gender, race, and ethnicity is required.**
- To ensure symposium topics and invited faculty are not repeated year-after-year, symposium organizers that have hosted a symposium at an ACTRIMS Forum within the last three years will be required to explain during the application process how the proposed 2024 symposium differs from previous years.



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# ACTRIMS FORUM

## SATELLITE SYMPOSIA GUIDELINES

(Continued)

### Organization (Continued):

- The number of Industry Supported Satellite Symposia or Industry Showcases in which any one participant may be involved as a presenter, discussant, or chair is limited to two. If a participant is a chair and a speaker at the same symposium or showcase, it will be considered as only one activity. Satellite Symposium or Industry Showcase organizers are responsible for communicating this policy to their faculty at the time of their invitation to ensure compliance.
- Live in-person Satellite Symposium organizers will be provided a meeting room for the duration of the symposium and must utilize the existing room layout and audiovisual equipment provided by ACTRIMS. Any additional audiovisual equipment must be ordered through the Forum selected AV provider and requires pre-approval from ACTRIMS. Additional equipment and labor will be at the expense of the symposium organizer.
- All Satellite Symposia have the option to be published in the ACTRIMS Online Library following the conclusion of the event for attendees to view on demand. Online access to recorded sessions is included in both in-person registration and virtual pass only registration.

### Presentation:

- The symposium organizer must notify ACTRIMS immediately in the event of any faculty or agenda changes following the Scientific Program Committee's review and approval of the submitted symposium application.
- The materials presented during a symposium are the full responsibility of the organizers, including obtaining all appropriate copyright permissions and licenses for slides and other materials presented or distributed.
- Branded product names may not appear in any title, promotional materials, or materials presented or distributed during the symposium.



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# ACTRIMS FORUM

## SATELLITE SYMPOSIA GUIDELINES

(Continued)

### Presentation (Continued):

- The symposium organizer may produce materials (e.g., syllabus, abstracts, CE claim instructions, etc.) for participant viewing during their respective symposium. This material must be submitted for review and approval by ACTRIMS and must state, *"This independent Industry Supported Satellite Symposium is not included in the ACTRIMS Forum 2024 accredited program. CE certification provided by [Accrediting Company name]."* The symposium organizer is responsible for involving its symposium faculty in the development and review of such materials and must have their consent prior to distribution.
- The symposium organizer may include CE claim instructions on the final slide of their presentation. A link to the symposium organizer's CE claim website can also be included in the Satellite Symposium session within the event app.
- Any derivative materials created from Satellite Symposia require approval from ACTRIMS and additional fees may apply.

### Disclosures:

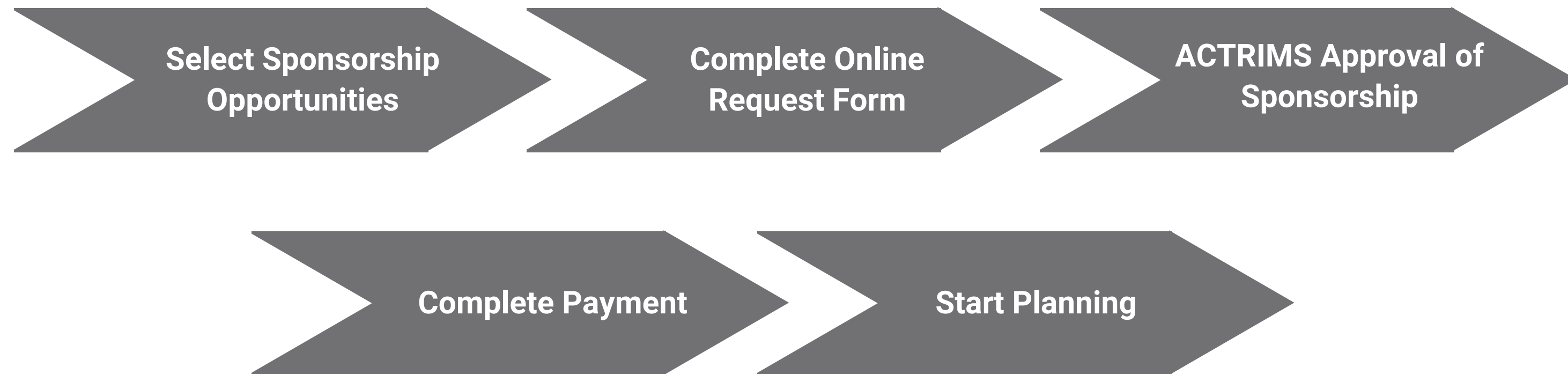
- ACTRIMS will include the following statement on all program materials: *"This CE activity is provided by [Accrediting Company name]. This independent Satellite Symposium is supported by an educational grant from [Industry Supporter name] and is not included in the ACTRIMS Forum 2024 accredited program."*
- ACTRIMS will also provide Satellite Symposium organizers with a slide to display at the start of their presentation that includes the above statement.



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# NEXT STEPS



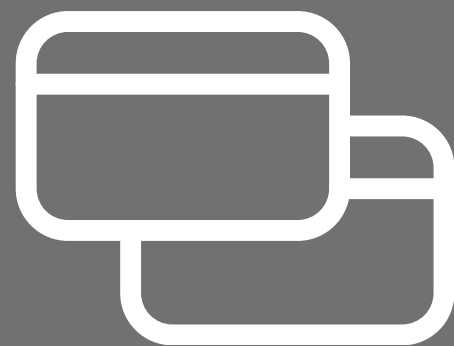
Visit [forum.actrims.org/industry-opportunities](https://forum.actrims.org/industry-opportunities) for the ACTRIMS Forum 2024 Sponsorship Request Form and Satellite Symposium Application.

# PAYMENT OPTIONS

## Credit Card:

Submit credit card payments online via the link in the provided invoice. A 4% processing fee will be added to the balance owed for all credit card transactions.

**Accepted card types:** Visa, Master Card, American Express, Discover



## Check:

Made payable to:  
ACTRIMS  
1818 Parmenter Street, Suite 300  
Middleton, WI 53562

ACTRIMS USA tax ID #: 26-4496795



## Wire Transfer:

Contact Amanda Safa at [asafa@actrims.org](mailto:asafa@actrims.org) to request domestic or international wire transfer instructions.



# CANCELLATION & IMPOSSIBILITY

All Industry Support commitments (Sponsorship, Business Suite, Business Pod, Industry Showcase, Industry Supported Satellite Symposium, etc.) are final. Complete payment is due immediately upon receipt of the invoice from ACTRIMS. If an Industry Supporter cancels or defaults on any commitment for any reason, written notice to ACTRIMS is required and the full support commitment payment is due.

ACTRIMS may cancel or modify the meeting format (e.g. virtual, hybrid, etc.) without liability to the Industry Supporter upon the occurrence of any event or circumstance beyond their control, including, but not limited to, acts of God, declared war or acts of terrorism in the United States, government regulations, declarations of pandemic or epidemic, disaster, strikes, or civil disorder to the extent that such event or circumstance makes it illegal or impossible for ACTRIMS to hold the event.

In good faith, ACTRIMS will work with each individual Industry Supporter to deliver the support benefits as originally planned if a modified meeting format is available, and/or offer revised support option(s) while adhering to the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.

Revised support option(s) are at ACTRIMS' sole discretion and may include, but are not limited to:

- A refund for the surplus of funds, less a percentage of the total value for the sponsorship recognition received to date, plus any non-refundable deposits or payments ACTRIMS has made to fulfill the sponsorship commitment. ACTRIMS has sole discretion over the final refund amount.
- Option to transfer the surplus of funds to a future ACTRIMS program.

# RULES & REGULATIONS

## **Basis of Application**

By submitting a Sponsorship Request Form, the Industry Supporter agrees to the Rules, Regulations, Terms & Conditions (the “Rules”) outlined in this ACTRIMS Industry Support Prospectus as well as all supporting documentation, including, but not limited to, the Business Suite & Business Pod Manual, Industry Showcase Manual, and the Industry Supported Satellite Symposium Manual. The Industry Supporter’s submission of a Sponsorship Request Form is an offer to ACTRIMS to sponsor an event, and a binding contract between the Industry Supporter and ACTRIMS will only be formed when a formal invoice is sent by ACTRIMS to the Industry Supporter. The person signing the Sponsorship Request Form on the Industry Supporter’s behalf shall be deemed to have full authority to do so and shall have no right to claim against ACTRIMS that such person or persons did not have such authority. ACTRIMS reserves the right in its sole discretion to refuse to accept any Sponsorship Request Forms or Satellite Symposium applications.

## **Rules, Regulations, Terms & Conditions**

ACTRIMS shall have the authority to interpret and enforce these Rules. All matters not covered by these Rules are subject to the decision of ACTRIMS and shall be binding to all parties. It is the Industry Supporter’s responsibility to distribute this information to all individuals accountable for the Industry Supporter’s participation as well as ensuring that any individual participating in any way in an ACTRIMS event is aware of the Rules governing the meeting. Any Industry Supporter that fails to observe these Rules may be removed from ACTRIMS event(s) without refund.

## **PhRma & AdvaMed Regulations**

Industry Supporters are responsible to meet any state, national, or international regulations regarding marketing, promotional, and educational materials concerning pharmaceuticals or medical devices. Please consult with your legal department.

ACTRIMS and the accredited CE provider adhere to the standards of independence as defined by the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education.

# RULES & REGULATIONS

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## **Indemnification**

Each Industry Supporter agrees to protect, indemnify, and hold harmless ACTRIMS and any official ACTRIMS-contracted service provider, hotel, or venue (collectively the “Indemnified Parties”); and the officers, directors, agents, contractors, and employees of the Indemnified Parties from any and all claims, liability, damages, or expenses asserted against the Indemnified Parties or incurred by the Indemnified Parties as a result of, or in connection with, any loss of or damage to physical or intellectual property, or injury to persons resulting from, arising out of or in any way connected with the acts or omissions or breach of contract by the Industry Supporter or their agents, servants, or employees. Each Industry Supporter involved in ACTRIMS event(s) agrees to be responsible for any claims arising out of its own negligence or willful misconduct including that of its employees, agents, or contractors.

## **ACTRIMS Event Responsibilities**

Except as otherwise described, ACTRIMS is responsible for the development and management of the event(s), including program development, arranging for the presentation of content, sessions, and determining Industry Support opportunities.

## **Amendments**

These Rules may be amended at any time without notice from ACTRIMS and all amendments shall be binding to Industry Supporters.

## **Additional ACTRIMS Policies**

[ACTRIMS Forum 2024 Code of Conduct Policy](#)

[ACTRIMS Privacy Policy](#)

# INDUSTRY PARTICIPATION & PROMOTION

## **Industry Supporter Responsibilities**

All products marketed and promoted at ACTRIMS event(s) that are available in the US and are regulated by the Food and Drug Administration (FDA) must meet FDA guidelines or be FDA-approved. Industry Supporters must comply with the provisions of all relevant legislation and regulations.

It is the responsibility of industry and non-industry organizations participating in ACTRIMS programs to understand fully and abide by all applicable federal and local regulations which include, but are not limited to:

- Centers for Medicare & Medicaid Services
- Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education
- United States Food and Drug Administration (FDA)
- United States Office of Inspector General Compliance Program, Guidance for Pharmaceutical Manufacturers (OIG)
- Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Healthcare Professionals (PhRMA Code)
- Applicable state and federal laws governing gifts to physicians/healthcare professionals

## **Industry Supporter Eligibility**

Any entity producing, marketing, reselling, or distributing healthcare goods or services not consumed by patients. For example, a pharmaceutical company may support ACTRIMS programs; however, a company's consumable drug or product may not be considered an Industry Supporter. Rather the pharmaceutical company could promote their drug or product through their corporate sponsorship where permitted by ACTRIMS.

## **Industry Registration**

For events where industry representative attendance is permitted, all registrants will be required to provide professional demographic information, including an indication of employment by a pharmaceutical company or commercial entity and whether the registrant holds a research position.



# INDUSTRY PARTICIPATION & PROMOTION

## **Giveaways, Contests & Lotteries**

Any supporting organization at the ACTRIMS Forum having a contest or drawing of any kind must follow all governmental laws, ordinances, rules, and regulations. It is the organization's responsibility to make sure they correctly follow all rules and regulations. Any violations will be at the sole expense and fault of the Industry Supporter. ACTRIMS is not responsible or liable for any contests, drawings, or giveaways held prior, during, or after the meeting.

## **No-Show Policy**

Any Business Suite or Business Pod unoccupied at the start of the opening of the Industry Hub may be regarded as a "no-show." The Industry Supporter will be deemed to have canceled the Business Suite or Business Pod contract, resulting in the Industry Supporter paying 100% of the total contracted space fee. All freight will be removed from the Business Suite and returned to the loading dock at the Industry Supporter's expense. ACTRIMS will be free to utilize the Business Suite or Business Pod at their discretion.

## **Promotion & Solicitation**

ACTRIMS and/or affiliated trademarks and logos, including any ACTRIMS event logos, are the property of ACTRIMS. They cannot be used, reproduced, or associated with any promotion or advertising without the prior written permission from ACTRIMS. ACTRIMS will provide a detailed logo policy within supplemental manuals.

- All materials for distribution (printed or electronic) must be submitted to ACTRIMS for approval. Should the final version not meet ACTRIMS' guidelines, ACTRIMS will require that it be withdrawn and redesigned and/or reprinted at the Industry Supporter's expense.
- All Industry Supporter activities must be confined to the limits of their support commitment.
- ACTRIMS reserves the right to stop any promotional activity that does not meet the above guidelines.
- Transfers of any Industry Support commitment are strictly prohibited.

# SANCTIONS

ACTRIMS reserves the right to refuse sponsorship, meetings, or curtail activities, and close all or parts of meetings or activities that do not comply with ACTRIMS' program policies and guidelines. ACTRIMS will monitor Industry Supporter activities and review all announcements and promotions concerning compliance with these guidelines. ACTRIMS may immediately suspend noncomplying or unprofessional activities.

## **Sanctions for Noncompliance with Guidelines**

As a condition of participation in any ACTRIMS event, industry and non-industry participants agree to observe all meeting policies and guidelines. Violations will be reviewed by the Scientific Program Committee and sanctions may be applied. Sanctions include, but are not limited to:

- Verbal or written warning from ACTRIMS outlining required changes in order to comply with regulations. A timeline for such changes will be provided.
- If the organization does not comply within a timely manner, the organization will receive a written letter signed by ACTRIMS' legal counsel.
- No recognition as a supporter of the ACTRIMS program.
- Support requests and investments may not be refunded.
- The organization may not be allowed to support future ACTRIMS programs.

## **Appeals for Suspension of Participation in Future Meetings**

Sanctions imposed by ACTRIMS as it relates to being suspended from participating in future ACTRIMS meetings may be appealed within 30 days after delivery of notice. The Scientific Program Committee's decision on the appeal will be final.