



North American Skull Base Society

28th Annual Meeting

“Dynamic Mentoring of the Skull Base Surgeon: Training Our Future”

February 16-18, 2018

Loews Coronado Bay, Coronado, California

Pre-Meeting Course: **February 14-15, 2018**

Early Bird
Exhibitor Deadline

**DECEMBER 1,
2017**



To apply to exhibit, please use the following link:

www.nasbs.org/nasbs-exhibit-space-application/exhibitor-application

PRESIDENT: Ian Witterick, MD

PROGRAM CHAIRS: Amir Dehdashti, MD & Zoukaa Sargi, MD, MPH

PRE-MEETING COURSE CHAIRS: Ricardo Carrau, MD & James Evans, MD

WWW.NASBS.ORG



North American Skull Base Society

28th Annual Meeting



February 16-18, 2018

Pre-Meeting Course: **February 14-15, 2018**

MEETING LOCATION

Loews Coronado Bay

4000 Coronado Bay Road

Coronado, CA 92118

PHONE: **619-424-4000**

www.loewshotels.com/coronado-bay

To make your hotel reservations:

PHONE: **800-235-6397**

ONLINE: <https://aws.passkey.com/go/NASBS2018>

The **North American Skull Base Society (NASBS)** is committed to the dissemination of information about the anatomy, physiology, pathology, and clinical management of diseases involving the skull base. We also support, coordinate and enhance efforts to generate basic scientific information useful to specialists in the care of diseases of the skull base and further distribution of this information among the various scientific disciplines caring for patients with skull base diseases. We encourage the application of these advances to stimulate further interest in skull base pathology and to re-educate our members in the most recent advances.

ATTENDEE PROFILE

Physicians within the North American continent are heavily represented; however, international members representing experts in skull base lesions from around the world are welcome to attend. Attendees will include neurosurgeons, otolaryngologists, head & neck surgeons, plastic surgeons as well as ophthalmologists, radiologists, pathologists, audiologists, speech pathologists, PMR doctors and others that both specialize in rehabilitation and/or have an interest in diseases involving the cranial base.

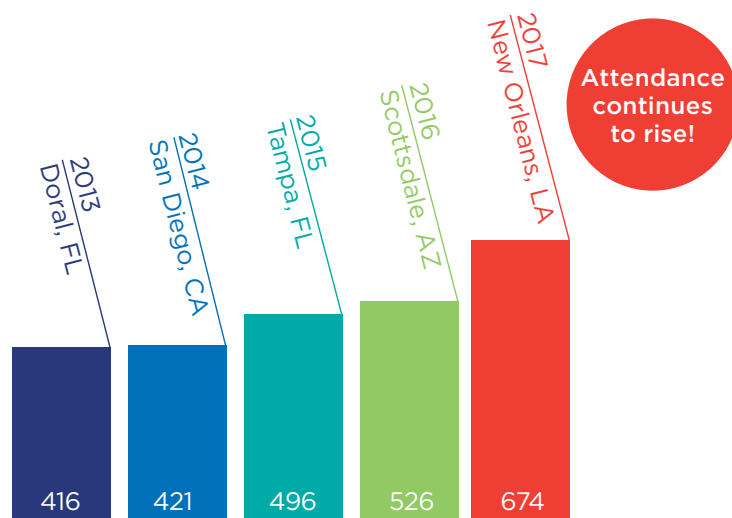


Exhibit Schedule

Exhibits will be located in the Pavilion.

EXHIBITOR SET-UP HOURS

Thursday, February 15, 2018

12:00 pm – 6:00 pm

DISMANTLING & REMOVAL OF EXHIBITS

Saturday, February 17, 2018

4:30 pm – 7:30 pm

Sunday, February 18, 2018

8:00 am – 12:00 pm

EXHIBIT DATES & HOURS

Friday, February 16, 2018

★ Exhibit Hall Open

9:00 am – 4:30 pm and 6:00 pm – 8:00 pm

Refreshment Break in Exhibit Hall

9:30 am – 10:15 am

Lunch for Non-Members in Exhibit Hall

12:15 pm – 1:15 pm

Break in Exhibit Hall

3:30 pm – 4:15 pm

Break for Exhibitors/Exhibit Hall Closed

4:15 pm – 6:00 pm

Welcome Reception in Exhibit Hall

6:15 pm – 7:45 pm

Saturday, February 17, 2018

★ Exhibit Hall Open

9:00 am – 4:30 pm

Refreshment Break in Exhibit Hall

9:30 am – 10:15 am

Lunch/Poster Viewing in Exhibit Hall

12:15 pm – 1:15 pm

Refreshment Break in Exhibit Hall

3:30 pm – 4:15 pm

Dates and times tentative and subject to changes.



To apply to exhibit, please use the following link:

www.nasbs.org/nasbs-exhibit-space-application/exhibitor-application

DEADLINES

Early Bird Exhibit Application/Deposit Due: **December 1, 2017**

Exhibit Forms Due: **January 8, 2018**

Exhibit Space Balance Due: **January 12, 2018**

Hotel Reservation Deadline: **January 15, 2018**

Badge Registration Deadline: **February 2, 2018**

General Information

EXHIBITOR FEES & SPECIFICATIONS

On or before December 1, 2017: **8'x10' Booth - \$3,300**

After December 1, 2017: **8'x10' Booth - \$3,500**

Included with each booth: 8' high background drape, 3' high side drape, one (1) 7" x 44" one-line identification sign (company name and booth number), one (1) 6' draped table, two (2) side chairs, and one (1) wastebasket.

PAYMENT SCHEDULE

- ✓ A deposit of **50% of the total exhibit fee** must accompany signed application
- ✓ Total balance due **January 12, 2018**
- ✓ Please make check payable to **NASBS**

Applications not accompanied by at least a 50% deposit will be considered invalid. All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to NASBS from any previous year will not be processed without full payment of delinquent accounts.

SERVICES EXCLUDED

Booth rental fee does not include the following services: drayage, floral, electricity, supplementary furniture or audio-visual. Information regarding these items will be included in the Exhibitor Service Kit from the decorator.

EXHIBITOR REGISTRATION

Exhibit registration includes a maximum of 4 (four) personnel per 8'x10' space. **The deadline for exhibit staff registration is February 2, 2018** and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms.

Guests of exhibitors should be included on the individual company's staff list. Charges for additional badges over the number included with the booth purchase will be assessed at \$25 per badge.

EXHIBITOR STAFF CONDUCT

Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. Names of all participants affiliated with exhibits must be submitted online or at the on-site Registration Desk. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, or barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit floor without obligation on the part of NASBS Management for refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations and the distribution of literature must be conducted within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the parameters of the exhibitor's own booth will not be allowed. Additionally exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the parameter of the exhibitor's own booth.

When food and beverage are served in the Exhibit Hall during lunch and breaks, exhibit personnel may participate but are expected to allow attendees to participate first.

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General Information

EXHIBITOR APPLICATION

To apply to exhibit, go to www.nasbs.org/nasbs-exhibit-space-application/exhibitor-application.

EXHIBITOR GUEST POLICY

Guests of exhibitors should be registered online or at the on-site Registration Desk. Charges for additional badges over the number included with the purchase of booth space will be assessed at \$25.00 per badge.

SUBLETTING OF SPACE

Exhibitors may not assign or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

CANCELLATION POLICY

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by NASBS Management because of Exhibitor's default or violation of this agreement, monies paid to the NASBS by the Exhibitor shall be retained as follows:

- ✓ **\$500 per space** if application is canceled **on or prior to December 1, 2017**.
- ✓ **\$1,000 per space** if application is canceled or reduced **after December 1, 2017** and **on or prior to January 8, 2018**. **NO REFUND** for any cancellations or reductions **after January 8, 2018**.

PRIORITY PLACEMENT

The assignment of booth space will be on a first-come, first-served basis, upon receipt of exhibitor application and booth deposit.

BOOTH INSTALLATION & DISMANTLE

Set-up Hours

Thursday, February 15

12:00 pm – 6:00 pm

Teardown Hours

Saturday, February 17

4:30 pm – 7:30 pm

Sunday, February 18

8:00 am – 12:00 pm

All set-up must be completed by 8:00 am on Friday, February 16. Exhibitors who have not checked in with the registration desk and set-up by this time will be considered “no shows” and may have their booth dismantled by NASBS Management. Exhibitors may not begin dismantling until 4:30 pm on Saturday, February 17. All exhibits must be packed and ready for shipment by 12:00 pm on Sunday, February 18.

SHOW MANAGEMENT

North American Skull Base Society (NASBS)

11300 W. Olympic Blvd., Suite 600, Los Angeles CA 90064

FAX: 310-437-0585

Exhibit Manager: Jenay Root

PHONE: 310-424-3326, ext. 127

EMAIL: jenay@nasbs.org

Scientific Program

FRIDAY, FEBRUARY 16, 2018

| | |
|----------------------------|---|
| 7:00 am to 7:30 am | Breakfast |
| 7:30 am to 8:30 am | MAIN TOPIC 1: Recurrent Meningioma: Challenges and Treatment Options MAIN TOPIC 2: Orbital Complications of Skull Base Surgery: Prevention and Treatment MAIN TOPIC 3: Diseases of the Craniocervical Junction MAIN TOPIC 4: Controversies in Management of Lateral Skull Base |
| 7:30 am to 9:35 am | Rhoton Room <ul style="list-style-type: none">• 3D Anatomy of Clinoid Region, Cavernous Sinus and Anterior Petrous Bone• Radiology• Dueling Dissections - Open (FTOZ/anterior clinoidectomy/Cavernous Sinus/Kawase) |
| 8:35 am to 9:35 am | EXPERT DEBATE 1: Management of Spheno-Orbital Meningiomas EXPERT DEBATE 2: How to Train Balanced Skull Base Surgeons: An International Panel EXPERT DEBATE 3: Optimal Strategy for Reconstruction after Endoscopic Skull Base Surgery EXPERT DEBATE 4: Vestibular Schwannomas: Debate on Treatment Type and Approaches |
| 9:35 am to 10:15 am | Break in Exhibit Pavilion/Carotid Model Stations |
| 10:15 am to 12:15 pm | Historical Video Presidential Address Journal Presentation General Session |
| 12:15 pm to 1:15 pm | Lunch in Exhibit Pavilion/Carotid Model Stations |
| 1:20 pm to 2:20 pm | SPECIAL SESSION 1: Women in Skull Base Surgery HOT TOPIC 1: Vascular Considerations in Open and Endoscopic Skull Base Surgery: Dealing with Encased Arteries and Veins HOT TOPIC 2: Augmented Reality in Skull Base Surgery: A Novel Concept HOT TOPIC VIDEO 3: Advances in Radiation Therapy for Skull Base Diseases |
| 1:20 pm to 3:25 pm | Rhoton Room <ul style="list-style-type: none">• 3D Anatomy of Petrous Bone, Semicircular Canal, Facial Canal, CP Angle Through Both the Presigmoid and Retrosigmoid Approach• Radiology• Dueling Dissections - Open (Presigmoid Retrolabyrinthine Approach) |
| 2:25 pm to 3:25 pm | SPECIAL SESSION 2: Mentorship: Why, How, and When VIDEO SESSION 1: Neurosurgery - Endoscopic Endonasal Procedures VIDEO SESSION 2: Otolaryngology / Rhinology VIDEO SESSION 3: Otolology / Neurotology |

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Scientific Program

FRIDAY, FEBRUARY 16, 2018 CONTINUED

3:30 pm to 4:15 pm **Break in Exhibit Pavilion/Carotid Model Stations**

4:15 pm to 6:15 pm Preferred Papers – Meningioma

4:15 pm to 6:15 pm Rhoton Room

- 3D Anatomy of Far Lateral, Extreme Lateral and Transcondyral Approach, Lower Cranial Nerve Trajectory, Jugular Foramen, Neck Dissection
- Radiology
- Dueling Dissections – Open (Far Lateral/Jugular Foramen, Extreme Lateral and Neck Dissection of IJV and Lower Cranial Nerves)

6:15 pm to 7:45 pm **Welcome Reception/Poster Reception in Exhibit Hall**

SATURDAY, FEBRUARY 17, 2018

7:00 am to 7:30 am Breakfast

7:30 am to 8:30 am MAIN TOPIC 5: Complex Cranio-Orbito-Facial Defects: Reconstruction Challenges

MAIN TOPIC 6: Chordomas: Have We Improved the Care in the Past Decades?

MAIN TOPIC 7: The Hidden Role of Neuroendovascular Interventions in Skull Base Surgery from Indications to Management of Complications

MAIN TOPIC 8: Genomics, Molecular Biology, and Targeted Therapy for Skull Base Diseases

7:30 am to 9:35 am Rhoton Room

- 3D Anatomy
- Radiology
- Dueling Dissections – Endoscopic

8:35 am to 9:35 am EXPERT DEBATE 5: Head and Neck Malignancies with Skull Base Involvement: Controversies in Management

EXPERT DEBATE 6: Craniopharyngiomas: From Molecular to Surgical Advances

EXPERT DEBATE 7: Management of Bad Complications in Skull Base Surgery: How Could it Have Been Avoided?

EXPERT DEBATE 8: Update on Management of Paragangliomas, When is Surgery Indicated?

9:35 am to 10:15 am **Break in Exhibit Pavilion/Carotid Model Stations**

10:15 am to 12:15 pm KEYNOTE SPEAKER: David DeLong

12:15 pm to 1:15 pm **Lunch in Exhibit Pavilion/Carotid Model Stations**

1:20 pm to 2:20 pm Resident/Fellow Bowl

HOT TOPIC 4: Intracranial Hypertension and Intracranial Pseudotumor

HOT TOPIC 5: Value Based Healthcare in Skull Base Surgery

HOT TOPIC 6: Cerebrovascular Surgery & Skull Base Surgery: The Perfect Match

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Scientific Program

SATURDAY, FEBRUARY 17, 2018 CONTINUED

- 1:20 pm to 3:25 pm Rhoton Room
- 3D Anatomy
 - Radiology
 - Dueling Dissections – Endoscopic
- 2:25 pm to 3:25 pm SPECIAL SESSION 4: Certification of the Skull Base Surgeon
VIDEO SESSION 4: Neurosurgery – Open Anterior Skull Base Procedures (3D projection)
VIDEO SESSION 5: Neurosurgery – Open Lateral Skull Base Approaches (3D projection)
VIDEO SESSION 6: Neurosurgery – Expanded Endoscopic Endonasal Procedures
- 3:30 pm to 4:15 pm Break in Exhibit Pavilion/Carotid Model Stations**
- 4:15 pm to 6:15 pm Preferred Papers
- 4:15 pm to 6:15 pm Rhoton Room
- 3D Anatomy
 - Radiology
 - Dueling Dissections – Endoscopic
- 6:45 pm to 7:30 pm New Member Reception
- 7:30 pm to 10:00 pm Main Social Event: Beach Blowout

SUNDAY, FEBRUARY 18, 2018

- 7:00 am to 7:30 am Breakfast
- 7:30 am to 8:30 am PITUITARY SESSION 1: Updates on Functional Adenomas
MAIN TOPIC 9: Hearing Preservation and Restoration
HOT TOPIC 7: Anterior Skull Base Trauma
HOT TOPIC 8: Endoscopic Orbital and Transorbital Surgery
- 7:30 am to 9:35 am Rhoton Room
- 3D Anatomy
 - Radiology
 - Neck and Temporal Bone
- 8:35 am to 9:35 am PITUITARY SESSION 2: Avoiding Complications and Optimizing Outcome in Pituitary Surgery
EXPERT DEBATE 9: Sinonasal Cancer – Surgical vs Non Surgical Management
HOT TOPIC 9: Vascular and Lymphatic Diseases of the Skull Base
HOT TOPIC 10: Inflammatory and Infectious Diseases of the Skull Base
- 10:10 am to 12:00 pm General Session
- 10:10 am to 12:00 pm Preferred Papers
- 12:00 pm to 12:30 pm Closing Remarks

Educational Grant Opportunities

All activities are developed according to AdvaMed, Pharma Code and IOG guidelines. A Letter of Agreement will need to be signed for all Level Support.

DIAMOND LEVEL SUPPORT (Educational Grant): \$35,000*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Scientific Posters
- ✓ Main Social Event
- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS DIAMOND LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (*booth not included with levels support*)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

PLATINUM LEVEL SUPPORT (Educational Grant): \$20,000*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Scientific Posters
- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS PLATINUM LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (*booth not included with levels support*)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

GOLD LEVEL SUPPORT (Educational Grant): \$12,000*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Welcome Reception
- ✓ Lunches
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS GOLD LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (*booth not included with levels support*)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

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Educational Grant Opportunities

SILVER LEVEL SUPPORT (Educational Grant): \$6,000*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Welcome Reception
- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS SILVER LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (*booth not included with levels support*)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

BRONZE LEVEL SUPPORT (Educational Grant): \$3,000*

ACKNOWLEDGED AS SUPPORTER OF:

- ✓ Daily Refreshment Breaks

ACKNOWLEDGED AS BRONZE LEVEL SUPPORTER:

- ✓ On-site with signage, slides and verbal recognition during breaks in session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of NASBS
- ✓ On sign for display in exhibit booth (*booth not included with levels support*)

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

RHOTON ROOM (Educational Grant): \$4,000*

The Rhoton Room which honors the life and work of the late Albert L. Rhoton Jr., MD will offer scientific sessions and cadaver dissections over the course of two days. Each day will include three separate series beginning with a 3D Anatomy presentation followed by pertinent diagnostic imaging. These activities will be followed by two teams of surgeons participating in Dueling Dissections whereby they will demonstrate their preferred techniques on cadaveric specimens. The first day will focus on open procedures and the second day on endoscopic procedures.

KEYNOTE SESSION (Educational Grant): \$3,500*

The keynote address will be presented by a motivational speaker, to be announced shortly. Be recognized as the exclusive supporter of the address with acknowledgement in the Final Program, signage, the meeting app, the room slide and by verbal recognition during the introduction. Like past NASBS keynote addresses, this one is sure to inspire attendees with a focus on achieving the impossible and rising up against all odds.

**Support for the 2018 Annual NASBS Meeting is considered an educational grant, subject to ACCME Standards of Commercial Support. A signed Letter of Agreement must be received in advance of the meeting in order for support to be acknowledged. There is no need to purchase a booth in order to provide an educational grant. No logos will be used in any form of acknowledgement per ACCME criteria.*

Marketing & Visibility Opportunities

DIAMOND CORPORATE VISIBILITY PACKAGE: \$50,000

- ✓ One dinner symposium on February 15 or 16 (on a space availability basis)
- ✓ One 10x20 exhibit space
- ✓ One banner ad on meeting app
- ✓ Acknowledged as supporter of scientific posters, main social event, welcome reception, lunches and daily refreshment breaks

ACKNOWLEDGED AS DIAMOND CORPORATE VISIBILITY SUPPORTER:

- ✓ With signage, slides and verbal recognition during breaks in scientific session room
- ✓ In Meeting App
- ✓ In pre-meeting marketing materials
- ✓ On NASBS website with hyperlink to company website
- ✓ In *Skull Base Surgery Journal*, the official journal of the NASBS
- ✓ On sign for display in exhibit booth

RECEIVE PRE- AND POST-MEETING REGISTRATION LIST

OFFICIAL DOOR DROP: \$6,000 + Hotel Costs

Be one of the first companies visible to attendees by having an announcement, invitation, or sales literature hand-delivered to the hotel room of every registered NASBS attendee. Material must be approved by NASBS management in advance.

PILLAR WRAPS: \$4,000 for One, \$7,000 for Two + Production and Hotel Costs

Wrap the pillars outside of the entrance to the scientific session room. You may choose to wrap one or two pillars. Your company branding and message will be prominently displayed as attendees make their way into the scientific sessions each day. Contact NASBS Management for specs. All artwork must be approved by NASBS management prior to production.

EXHIBIT AISLE SIGNS: \$4,000 + Production and Rigging

Draw more traffic to your booth by placing your company name throughout the exhibit hall on every aisle sign. The signs will include your company logo, making it easy for attendees to find your booth.

EXHIBITS: \$3,300 Early Bird Rate (on or before December 1, 2017), \$3,500 (after December 1, 2017)

The NASBS meeting will feature an exhibit hall with pipe & drape booths. The booth package includes 8' high background drape, 3' high side drape, one exhibitor identification sign, one (1) 6' draped table, two (2) side chairs and one (1) wastebasket. Scientific posters will be located in the exhibit hall. Daily refreshment breaks, lunches and the Welcome Reception will be held in the exhibit hall.

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Marketing & Visibility Opportunities

KEY CARDS: \$3,000 + Production and Hotel Costs

Want to make a big visual impact? Put your company's artwork on the hotel room key cards for the NASBS meeting participants. One of the first things attendees will see upon arrival, and something they will continue to use and see everyday is their hotel room key card. Put your company logo and the meeting logo on the key card for high visibility.

CHARGING STATION: \$2,500 + Production

Gain extra visibility by sponsoring the charging station for mobile devices. The station will be located in the Registration area, making it highly visible to attendees as they take advantage of the opportunity to charge up their devices throughout the meeting.

MEETING APP ADVERTISING: Prices Vary

Put attendees in the palm of your hand by advertising on the NASBS meeting app for mobile devices. Opportunities include banner ads, extended company description for exhibitors, inclusion of media item in exhibit listings and more. For a list of opportunities and prices, please contact Jenay Root via phone: 310-424-3326, ext. 127 or email: jenay@nasbs.org.



To apply for support and visibility opportunities, please use the following link: www.nasbs.org/support-visibility-opportunities

FOR MORE INFORMATION

The NASBS values our relationship with industry and appreciates your thoughtful consideration of supporting the Annual Meeting. On behalf of the NASBS leadership, we invite you to join us in Coronado, California, February 16-18, 2018 to be part of this exciting and important meeting. To apply for support and visibility opportunities, go to www.nasbs.org/support-visibility-opportunities.

Questions about any of the above opportunities may be directed to Jenay Root at:

EMAIL: jenay@nasbs.org | PHONE: **310-424-3326, ext. 127**

NASBS is a 501(c)(3) nonprofit organization. Tax ID: 84-1122414

Rules & Regulations

EXHIBITOR PROGRAMS & PRESENTATIONS

Exhibitor presentations may take place during any hours the exhibit hall is open to registrants. Exhibitor programs or presentations must be confined to the exhibitor's booth space. The sound intensity of such activities as determined by NASBS Management, must not interfere with the activities of neighboring exhibitors. NASBS Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued.

Programs or presentations are to be straightforward in nature and must avoid the use of sideshow or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles.

Any visual or other transmissions from off-site locations including tele-surgery require written permission from NASBS Management. Request forms for these educational events will be included in your exhibitor confirmation packet and must be completed and returned to the NASBS office.

DIRECT SALES ON EXHIBIT FLOOR

No direct sales are permitted to take place on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere but product may not be conveyed in the exhibit area.

DISPLAY OF INVESTIGATIONAL PRODUCTS

All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by the NASBS. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigator responsibilities.
- Display a statement: "Caution - Investigational Device - Limited to Investigational Use" (or similar statement) in prominent size and placement.

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Rules & Regulations

INSURANCE & LIABILITY

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss damage or injury is in any way connected to the exhibitor's participation in the exhibition. Exhibitors shall indemnify and hold harmless North American Skull Base Society (NASBS) Management, its officers, directors, agents, members and employees, and the designated meeting facilities, their agents, and employees from any and all such losses, damages and claims. Exhibitors agree to protect, save and keep NASBS Management and the Loews Coronado Bay forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or its agents as well as strictly to comply with the applicable terms and conditions contained in the agreement between the Loews Coronado Bay and the NASBS regarding the exhibit premises and further an exhibitor shall at all times protect, indemnify, save and keep harmless the NASBS and the Loews Coronado Bay against any and all loss cost damage liability or expense arising from, or out of or by reason of said exhibitor's occupancy and use of exhibit premises or part thereof. While NASBS Management will provide security, furnishing of such security shall not be deemed to affect the non-liability of NASBS Management, its members, officers, representatives or official services contractors, or the Loews Coronado Bay to modify in any way the assumptions or risk provided herein.

If any part of the exhibit hall is damaged or destroyed in such a way as to prevent NASBS Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition or if same is prevented by strikes, acts of God, national emergency, or other causes beyond the control of NASBS Management, exhibitors will be charged for space during the time it was, or could have been, occupied and exhibitors hereby waive any claim against NASBS Management, its members, directors, agents, or employees, for losses or damages that may occur due to such inability to occupy assigned space.

PHOTOGRAPHY

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. NASBS Management reserves the right to photograph exhibits for society purposes.

HOTEL RESERVATION POLICY

Exhibitors are encouraged to reserve rooms within the meeting room block. Exhibitors may book their hotel rooms directly with the hotel, the Loews Coronado Bay, by calling the toll free reservation number **800-235-6397**. You may also make your reservations online using the following link: <https://aws.passkey.com/go/NASBS2018>. Please reference the North American Skull Base Society when making the reservation in order to receive the discount.

All reservations must be made by **January 15, 2018** in order to receive the discounted group rate.