



North American Skull Base Society

# 33<sup>rd</sup> Annual Meeting

*The Skull Base is Flat*

**February 16-18, 2024**

Atlanta Marriott Marquis, Atlanta, GA

**February 14-15, 2024** | Pre-Meeting Dissection Course

**February 15, 2024** | Pre-Meeting Radiosurgery Course



**To apply to exhibit, please use the following link:**  
<https://www.nasbs.org/exhibitor-application/>

PRESIDENT: Siviero Agazzi, MD, MBA

PROGRAM CHAIRS: Donato Pacione, MD & Shirley Su, MBBS

Early Bird  
Exhibitor Deadline

**December 8,  
2023**

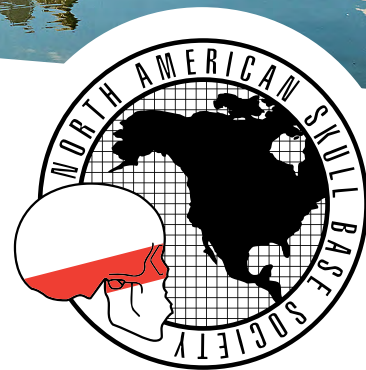


North American Skull Base Society

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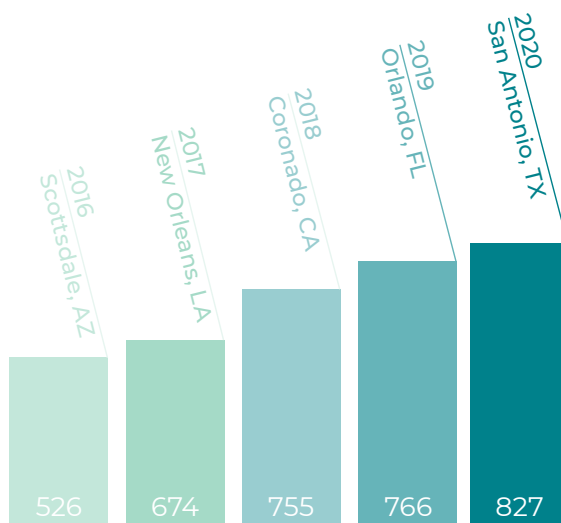
Pre-Meeting Dissection Course: February 14-15, 2024



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 distribute 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.



Attendance continues to rise!

# Exhibit Schedule and Important Deadlines

*Exhibits will be located in the Marquis Ballroom, immediately across from the general session room.*

## EXHIBITOR SET-UP HOURS

**Thursday, February 15, 2024**

12:00 pm – 6:00 pm

## DISMANTLING & REMOVAL OF EXHIBITS

**Saturday, February 17, 2024**

4:00 pm – 8:30 pm

## EXHIBIT DATES & HOURS

**Friday, February 16, 2024**

### \* Exhibit Hall Open

**9:00 am – 4:00 pm and 6:00 pm – 7:30 pm**

Refreshment Break in Exhibit Hall

9:30 am – 10:00 am

Lunch for Non-Members in Exhibit Hall

12:20 pm – 1:20 pm

Break in Exhibit Hall

3:30 pm – 4:00 pm

Exhibit Hall Closed

4:00 pm – 6:00 pm

Welcome Reception in Exhibit Hall

6:00 pm – 7:30 pm

**Saturday, February 17, 2024**

### \* Exhibit Hall Open

**9:00 am – 4:00 pm**

Refreshment Break in Exhibit Hall

9:30 am – 10:00 am

Lunch/Poster Viewing in Exhibit Hall

12:20 pm – 1:20 pm

Refreshment Break in Exhibit Hall

3:30 pm – 4:00 pm

*Dates and times tentative and subject to changes.*



**To apply to exhibit, please use the following link:**  
<https://www.nasbs.org/exhibitor-application/>

## DEADLINES

Early Bird Exhibit Application/Deposit Due: **December 8, 2023**

Hotel Reservation Deadline: **January 12, 2024** (link and instructions to be provided in confirmation kit)

Exhibit Forms Due: **January 19, 2024**

Exhibit Space Balance Due: **January 19, 2024**

Badge Registration Deadline: **January 26, 2024**

# General Information

## EXHIBITOR FEES & SPECIFICATIONS

On or before December 8, 2023: **8'x10' Booth – \$3,900**

After December 8, 2023: **8'x10' Booth – \$4,100**

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. The exhibit hall is carpeted.

## PAYMENT SCHEDULE

✓ A deposit of **50% of the total exhibit fee** must accompany signed application

✓ Total balance due **January 19, 2024**

✓ 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.

## PRODUCTS ACCEPTED FOR EXHIBITS

Only companies displaying products directly related to patient care and safety or the practice of surgery will be accepted. If your application is not accepted, your deposit will be returned. Products that have been deemed unrelated to the NASBS Annual Meeting include but are not limited to skincare lotions or ointments, massagers or nerve stimulators, and mobile phone accessories.

## SERVICES EXCLUDED

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

## EXHIBITOR REGISTRATION

Exhibit registration includes a maximum of four (4) personnel per 8'x10' space. The exhibitor badge registration link will be provided in the Exhibitor Confirmation Kit. Confirmation Kits will be emailed in December. **The deadline for exhibit staff registration is January 26, 2024** 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 registered with the other exhibit personnel, using the badge registration link in the Exhibitor Confirmation Kit. 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

[CONTINUED >](#)

# General Information

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.

## 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 8, 2023.**
- ✓ **\$1,000 per space** if application is canceled or reduced **after December 8, 2023** and **on or prior to January 5, 2024. NO REFUND** for any cancellations or reductions **after January 5, 2024.**

## 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

4:00 pm – 8:30 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 4:00 pm on Saturday, February 17. All exhibits must be packed and ready for shipment by 8:30 pm on Saturday, February 17.

## MEETING 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](mailto:jenay@nasbs.org)

# Scientific Program

*Subject to change.*

## **THURSDAY, FEBRUARY 15, 2024**

8:00 am – 5:00 pm Pre-Meeting Course: Stereotactic Radiation Therapy at the Skull Base

## **FRIDAY, FEBRUARY 16, 2024**

7:30 am – 5:00 pm Pituitary Adenoma Education Day

7:30 am – 8:30 am Management of Anterior Fossa Meningiomas

7:30 am – 8:30 am Unusual Temporal Bone Lesions & Management Strategies

7:30 am – 8:30 am Let's Start With the Basics

7:30 am – 8:30 am Paragangliomas: Syndromic and Sporadic, Diagnosis, Genetic Testing, Management, Surgery, Radiotherapy, Chemotherapy, Targeted Therapy, Rehabilitation, Surveillance

8:35 am – 9:35 am Literature Review: What's New in Olfactory Neuroblastoma?

8:35 am – 9:35 am State-of-the-Art Facial Nerve Reanimation

8:35 am – 9:35 am Standing on the Shoulders of Giants

8:35 am – 9:35 am Management of Paraganglioma: Panel with Cases

9:35 am – 10:00 am Break in Exhibit Hall

10:05 am – 12:20 pm General Session/Presidential Address/Honored Guests

12:20 pm – 1:20 pm Lunch for Non-Members in Exhibit Hall

1:20 pm – 2:20 pm Protons vs. Photons for Anterior Skull Base Pathology

1:20 pm – 2:20 pm Radiation of the Lateral Skull Base

1:20 pm – 2:20 pm Get Up to Speed!

1:20 pm – 2:20 pm Surgery of the Jugular Foreman

2:25 pm – 3:25 pm My Most Challenging Skull Base Reconstruction Cases

2:25 pm – 3:25 pm Optimizing Stereotactic Radiosurgery

2:25 pm – 3:25 pm Video Session: Winner Takes All

2:25 pm – 3:25 pm Robots vs Endoscopes vs Cold Steel: Approach Strategies to the Infratemporal Fossa and Parapharyngeal Space

3:30 pm – 4:00 pm Break in Exhibit Hall

4:05 pm – 6:05 pm Women in Skull Base Surgery Session

4:05 pm – 5:00 pm Sinonasal Malignancies

4:05 pm – 5:00 pm Surgical Approaches to the Skull Base for Lesions of the CPA

4:05 pm – 5:00 pm Clash of the Titans - Cavernous Sinus v Middle Fosa

4:05 pm – 5:00 pm Craniocervical Session 1

5:05 pm – 6:05 pm Preferred Papers

6:05 pm – 7:35 pm Welcome Reception in Exhibit Hall

## **SATURDAY, FEBRUARY 17, 2024**

7:30 am – 9:35 am Rhoton Room Dueling Dissections

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# Scientific Program

7:30 am – 8:30 am	Vestibular Schwannoma and Neurofibromatosis Education Day: Ethics & Decision Making
7:30 am – 8:30 am	Artificial Intelligence and Machine Learning in Skull Base
7:30 am – 8:30 am	Craniopharyngioma Session 1: Update and Challenges in Craniopharyngioma
7:30 am – 8:30 am	CSF Leak - Part I
7:30 am – 8:30 am	Challenges in the Management of Advanced Salivary Gland Malignancies
8:35 am – 9:35 am	Vestibular Schwannoma and Neurofibromatosis Education Day: NF2 in the Young Patient
8:35 am – 9:35 am	International Consensus Statements: How Can ICSB and ICSNT Help Your Practice?
8:35 am – 9:35 am	Craniopharyngioma Session 2: Surgical Management
8:35 am – 9:35 am	CSF Leak - Part II
8:35 am – 9:35 am	Management of Locally Advanced Cutaneous Malignancies: Immunotherapy, Surgical Techniques and Reconstructive Options
9:35 am – 10:00 am	Break in Exhibit Hall
10:05 am – 12:20 pm	General Session/Presidential Address/Honored Guests
12:20 pm – 1:20 pm	Lunch in Exhibit Hall
1:20 pm – 2:20 pm	Vestibular Schwannoma and Neurofibromatosis Education Day: Intraoperative Auditory Nerve Monitoring and Cochlear Implantation in Vestibular Schwannoma Surgery
1:20 pm – 2:20 pm	Margin Analysis Video Session
1:20 pm – 2:20 pm	Clivus Surgery - Technical Pearls
1:20 pm – 2:20 pm	Endovascular
1:20 pm – 2:20 pm	Maximizing Clinical Outcomes in Sporadic Vestibular Schwannoma Management
2:25 pm – 3:25 pm	Vestibular Schwannoma and Neurofibromatosis Education Day: Intraoperative Auditory Nerve Monitoring and Cochlear Implantation in Vestibular Schwannoma Surgery
2:25 pm – 3:25 pm	Nasopharynx Video Session
2:25 pm – 3:25 pm	Complications and Optimizing Long-Term Outcomes in Clival Pathology
2:25 pm – 3:25 pm	Cerebral Vascular
2:25 pm – 3:25 pm	Facial Reanimation and Reconstruction After Locally Advanced Salivary Gland Resection
3:30 pm – 4:00 pm	Break in Exhibit Hall
4:05 pm – 6:05 pm	Rhoton Room Dueling Dissections
4:05 pm – 5:00 pm	Vestibular Schwannoma and Neurofibromatosis Education Day: Auditory Brainstem Implants
4:05 pm – 5:00 pm	Exoscopic Surgery and Virtual planning for Craniofacial surgery
4:05 pm – 5:00 pm	Tumor Board – Challenging Cases
4:05 pm – 5:00 pm	Pediatrics 1

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# Scientific Program

4:05 pm – 5:00 pm Endoscopic vs Open Surgical Approach to the Craniocervical Junction  
5:05 pm – 6:00 pm Preferred Papers  
6:30 pm – 10:00 pm Main Social Event

## **SUNDAY, FEBRUARY 18, 2024**

7:30 am – 9:35 am Rhoton Room Dueling Dissections  
7:30 am – 8:30 am Orbital Education Day: Thyroid Eye disease: Medical and Surgical Treatment  
7:30 am – 8:30 am Preferred Papers  
8:35 am – 9:35 am Orbital Education Day: Margins In The Orbit: Fantasy or Reality?  
8:35 am – 9:35 am Preferred Papers  
9:35 am – 10:05 am Break  
10:05 am – 11:05 am Preferred Papers  
11:10 am – 12:10 pm Preferred Papers



# 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): \$40,000\***

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 (will only include doctors who opt-in)

## **PLATINUM LEVEL SUPPORT (Educational Grant): \$25,000\***

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 (will only include doctors who opt-in)

## **GOLD LEVEL SUPPORT (Educational Grant): \$15,000\***

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 (will only include doctors who opt-in)

# Educational Grant Opportunities

## **SILVER LEVEL SUPPORT (Educational Grant): \$7,500\***

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 (will only include doctors who opt-in)

## **BRONZE LEVEL SUPPORT (Educational Grant): \$5,000\***

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 (will only include doctors who opt-in)

*\*Support for the 2024 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

## **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 in a high-visibility area. 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.

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

Put your company's logo 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.

## **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. For more information including specs and deadlines, please contact Jenay Root via phone: 310-424-3326, ext. 127 or email: [jenay@nasbs.org](mailto:jenay@nasbs.org).



**To apply for support and visibility opportunities, please use the following link: [www.nasbs.org/support-visibility-opportunities](http://www.nasbs.org/support-visibility-opportunities)**

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

EMAIL: [jenay@nasbs.org](mailto:jenay@nasbs.org) | PHONE: **310-424-3326, ext. 127**

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

# Marketing & Visibility Opportunities

## MAIN SOCIAL EVENT SPONSORSHIPS

The Main Social Event will be held at the Georgia Aquarium which features the largest and most dynamic shark exhibits in North America. The majority of the 800+ meeting attendees will be at this event, enjoying the opportunity to mingle with friends and peers and view the exhibits. Hors d'oeuvres will be served and there will be hosted bars.



### WHALE SHARK - \$20,000 (ONE COMPANY ONLY)

- ✓ Three complimentary admissions to the event\*
- ✓ Company logo on cocktail napkins
- ✓ "Step & Repeat" Photo Booth with logo on every photo (social media posting opportunity)
- ✓ GOBO with company logo in Aquarium Ballroom
- ✓ Display of company literature on tables throughout venue
- ✓ Acknowledgement of sponsorship in meeting app
- ✓ Acknowledgement of sponsorship on signage at entrance to venue with a QR code linked to company website
- ✓ Acknowledgement of sponsorship by president during opening and closing remarks of meeting
- ✓ Acknowledgement of sponsorship on slides during event

### BELUGA WHALE - \$15,000

- ✓ Two complimentary admissions to the event\*
- ✓ GOBO with company logo in Aquarium Ballroom\*\*
- ✓ Display of company literature on tables throughout venue
- ✓ Acknowledgement of sponsorship in meeting app\*\*\*
- ✓ Acknowledgement of sponsorship on signage at entrance to venue with QR code linked to company website\*\*\*
- ✓ Acknowledgement of sponsorship by president during opening and closing remarks of meeting
- ✓ Acknowledgement of sponsorship on slides during event\*\*\*

### DOLPHIN - \$10,000

- ✓ One complimentary admission to the event\*
- ✓ Acknowledgement of sponsorship in meeting app\*\*\*
- ✓ Acknowledgement of sponsorship on signage at entrance to venue with QR code linked to company website\*\*\*
- ✓ Acknowledgement of sponsorship by president during opening and closing remarks of meeting

\* additional tickets can be purchased

\*\*alternating with other sponsor logos

\*\*\*along with other sponsor logos



# Marketing & Visibility Opportunities

## INDUSTRY-SUPPORTED SATELLITE SYMPOSIA: \$10,000

### SATELLITE SYMPOSIA GUIDELINES

“Satellite Symposium” refers to any activity that is deemed educational in nature and is independently organized and offered by another organization.

### APPLICATION SUBMISSION PROCESS AND DEADLINES

Please submit the official NASBS Satellite Symposia Application and a proposal. The proposal should include the title of the program and presentations, learning objectives, proposed speaker names, and invitation process. Time slots are available on a first-come, first served basis (see below for time slot options).

### **Application Deadline: December 8, 2023**

### CRITERIA FOR ELIGIBILITY

Acceptance of the proposed satellite symposium will be based on educational content. The satellite symposium must meet the following criteria:

- » Provide high-quality information that practicing physicians and surgeons need to provide improved patient care
- » Offer balanced information and provide an objective viewpoint of the subject matter presented

### **The Organization must:**

1. Fulfill any funding obligations
2. Hold NASBS harmless from any and all claims that may result from the symposium

### **NASBS reserves the right to:**

1. Limit the number of industry organized events
2. Consult with the organization to assure appropriateness of any activity outcome

### SCHEDULING

The following times are available:

- » Thursday, February 15, 2024, 6:00 pm – 8:30 pm
- » Friday, February 16, 2024, 7:30 pm – 9:30 pm

### MARKETING

NASBS encourages independent promotion of approved symposia. All marketing materials must be approved through NASBS prior to release and distribution. Commercial displays will not be allowed in the meeting room at any time. Signage at the hotel will be allowed only on the day of the symposium. Signs are limited to two in front of the session room, two hours in advance of the symposium.

### **NASBS will promote the program in the following methods:**

1. Symposia information is provided in the Advance Program (on the website) and the Final Program (in the meeting app and website)
2. To assist with your marketing efforts, NASBS will provide a pre-registration mailing list (will only include doctors who opt in)

### **Financial Considerations-Direct Costs:**

All organizations will be responsible for the management of their event's logistics and payment of direct costs associated with promotion, presenters, catering and audio-visual equipment & labor. Upon NASBS approval of the satellite symposium, the symposium provider will be invoiced for the total due. Payment is expected within 30 business days of invoice issuance.

# 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.

## AMERICANS WITH DISABILITIES ACT

Exhibitors shall be fully responsible for compliance with all applicable provisions of the Americans with Disabilities Act (ADA) with regard to their booth space. This includes, but is not limited to, the wheelchair access provisions.

## POLICY ON ACCME STANDARDS FOR INTEGRITY AND INDEPENDENCE

As an ACCME accredited provider for the NASBS, the American College of Surgeons (ACS) is committed to presenting CME activities that promote improvements of quality in healthcare and are independent of the control of commercial interests. As part of this commitment, the ACS requires clear separation between exhibit/marketing/advertising activities and educational activities.

Exhibitors are requested to review the ACCME Standards for Integrity and Independence, in particular Standard 2 and Standard 5:

### Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education

Accredited continuing education must protect learners from commercial bias and marketing.

1. The accredited provider must ensure that all decisions related to the planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
2. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
3. The accredited provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.

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# Rules & Regulations

## **Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education**

Accredited providers are responsible for ensuring that education is separate from marketing by ineligible companies-including advertising, sales, exhibits, and promotion-and from nonaccredited education offered in conjunction with accredited continuing education.

1. Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
  - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
  - b. Interfere with the presentation of the education.
  - c. Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
2. The accredited provider must ensure that learners can easily distinguish between accredited education and other activities.
  - a. Live continuing education activities: marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
  - b. Print, online, or digital continuing education activities: learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or product-specific advertisement.
  - c. Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages.
  - d. Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
3. Ineligible companies may not provide access to, or distribute, accredited education to learners.

## **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.

# Rules & Regulations

It is the responsibility of each exhibitor to comply with FDA regulations. Please contact the Regulatory Affairs Department with any questions on Food and Drug Administration guidelines.

Food and Drug Administration  
Center for Drug Evaluation and Research  
DDMAC5901-B Ammendale Road  
Beltsville, MD 20705-1266  
Phone: (301) 796-1200  
Fax: (301) 796-9878

## 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 Atlanta Marriott Marquis 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 Atlanta Marriott Marquis 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 Atlanta Marriott Marquis 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 Atlanta Marriott Marquis 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 Atlanta Marriott Marquis by using the link provided in the Exhibitor Confirmation Kit. 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 12, 2024 in order to receive the discounted group rate.**