



## NANS Ancillary Meeting Requests

If your company would like to obtain meeting space during the NANS Annual Meeting, please review the Rules and Regulations below and complete and sign the Ancillary Meeting Request Form.

*NEW FOR 2025!* Diamond Level Sponsors receive priority access for assignment of ancillary meeting rooms. All other requests will be reviewed and approved on a first-come, first-served basis. As space is limited, be sure to submit requests as soon as possible.

Submit form to: **Jennifer Richards** at [jrichards@neuromodulation.org](mailto:jrichards@neuromodulation.org)

Last day to submit form: **December 18, 2024**

Please allow up to 5-7 business days for receipt of confirmation.

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### Rules and Regulations:

NANS refers to the North American Neuromodulation Society; Company(ies) refers to anyone requesting meeting space on behalf of a company, university, non-profit or other entity. Any companies found in violation of these rules and regulations risk a loss of priority points and the ability to attend and participate in future meetings.

1. **Companies must be an exhibitor at the NANS Annual Meeting** and have submitted their signed exhibit application to request meeting space.
2. **Companies may NOT contract meeting space directly with Walt Disney World Swan & Dolphin Resorts.**
3. **Companies may not secure meeting space for posters, educational presentations, or fundraising activities of any kind**, including those that benefit NANS without prior approval. If you are requesting space for a symposium, please complete the Industry Sponsored Lunch Symposia Application.
4. **Form Submission:** Submit a single meeting room request (24 hours or multi-day) on one form. If you're requesting multiple rooms, you may use one form only if the request is EXACTLY the same for each room. If the multiple room request has different hours, room sizes, etc. you must submit a separate form for each request.
5. **Fees are noted below:** Your company will be charged a fee for every request submitted. There will be no charge if meeting space is not available.

**Meeting Room for 20 people or less - \$1,250 per day/per room**

**Meeting Room for 21 people or more - \$1,500 per day/per room**

6. **Payment:** Once the meeting space has been assigned and confirmation sent then an invoice will be issued. Check, wire/ACH transfer, and credit card payment will be accepted. If payment isn't submitted within 15 business days upon receipt of invoice the meeting space may be cancelled.
7. **Black-Out Times:** Companies may NOT hold functions during the defined black-out times, unless they are internal/staff only. If meeting with attendees, it must be 10 or less as functions cannot be interpreted as negatively impacting attendance of the NANS sanctioned events.

Thursday, January 30, 2025: 8:00am – 5:00pm and 7:00pm - 8:30pm

Friday, January 31, 2025: 7:00am – 6:30pm

Saturday, February 1, 2025: 7:00am – 3:00pm



8. **Diamond Level Sponsors:** One complimentary meeting room will be provided from 8:00am Thursday through 3:00pm Saturday for private meetings. A request form must be submitted to receive this complimentary meeting room. Priority access will be given for assignment of ancillary meeting rooms. Sponsors will have two weeks to return their requested meeting rooms; if not received within that time sponsor will forfeit their priority access.
9. **Activities are restricted to the confines of the assigned hotel meeting space** and may not be held in public areas, including but not limited to, hotel lobbies, hallways, and sidewalks adjacent to the hotel. No signage may be placed in hotel lobbies, hallways, on doors, or in any space that would draw meeting attendees from sanctioned events.
10. **All charges for services levied by the hotel and/or other vendors are solely the responsibility of the company.** NANS has no responsibility or authority over any charges, including, but not limited to, room rental, food and beverage minimums, audio/visual pricing, internet charges, electric costs, clean up fees, etc. NANS will provide hotel contact information in the confirmation letter. From that point forward, the company will work directly with the hotel to plan the event. The hotel may require your company to sign a separate contract and require any orders to be submitted at least 30 days prior to the event.
11. **Your company can provide signage on-site based on the following restrictions:** You are allowed one pull-up banner or meterboard sign placed directly outside your meeting room during the days/times the room has been assigned. The sign must be related to the meeting occurring in the room and not be promotional in nature. It is the company's responsibility to comply with NANS's policy as well as the hotel's policy concerning placement of signage. Any promotional signage, including hand-held, within the NANS meeting area including hallways, stairwells, and escalators is prohibited. If you wish to have promotional signage near your meeting room, please contact Kathleen Noonan at [knoonan@conventusmedia.com](mailto:knoonan@conventusmedia.com) for available opportunities.
12. **If a company is interested in securing a private dining room in one of the hotel's restaurants,** they may contact the hotel directly. Any functions however may not be scheduled during the NANS black-out times.  

**Contact:** Angela Landry [alandry@swandolphin.com](mailto:alandry@swandolphin.com) / (407) 934-1869
13. **If a company is interested in securing space for a function at another venue** (off-site) they may contact the venue directly. Any off-site functions however may not be scheduled to conflict with any of NANS sanctioned events.
14. **Anyone involved in planning an ancillary meeting must observe the NANS Rules and Regulations.** Your company is responsible for ensuring that all company representatives and/or agents adhere to all the rules and regulations outlined herein. Violation of these rules may jeopardize future exhibiting status and/or the ability to hold future functions in conjunction with the NANS Annual Meeting. Functions found to be in violation of these rules and regulations shall be immediately terminated. Your company waives any right to claims of damages arising out of the enforcement of these rules and regulations.
15. **Refund Policy:** No refund of fees will be processed if a confirmation letter has already been sent. Cancelling an event with the hotel does not automatically cancel your event with NANS or entitle your company to a refund of fees paid. If an error in billing is suspected, an inquiry must be made within 2 months of the event date. Inquiries made after this time will not be processed.
16. **All matters and questions not covered by the above rules and regulations are subject to the discretion of NANS.** These rules and regulations may be amended at any time by NANS, and all amendments shall be equally binding on all parties. In the event of any amendment or addition, written notice will be given by NANS to such parties. Your company shall protect, indemnify, hold harmless, and defend NANS, its officers, directors, agents, volunteers, subcontractors, employees, and/or representatives against all such claims, liabilities, losses, damages, judgments, or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of NANS, its officers, director, agents, or employees.



## NANS Ancillary Meeting Request Form

Please complete the form in its entirety and submit the signed form to **Jennifer Richards** at [jrichards@neuromodulation.org](mailto:jrichards@neuromodulation.org). One request form per event. Last date to submit form: **December 18, 2024**.

### **COMPANY INFORMATION:**

Company Name: \_\_\_\_\_ Exhibit Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **EVENT INFORMATION:**

Name of your event: \_\_\_\_\_

Description of your event: \_\_\_\_\_

Attendee Information:  Event is for internal/staff only  Event is open to all attendees  Event is invite only

Event Start Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Date: \_\_\_\_\_ Event End Time: \_\_\_\_\_

When will you need access to the meeting space (if earlier than event start time): \_\_\_\_\_

Number of expected people using the room: \_\_\_\_\_

### **MEETING SPACE:**

*Room Set-up:*

- Conference       Classroom       Theater       U-Shape       Hollow Square
- Rounds       Reception       Other \_\_\_\_\_

*Audio Visual:*

- No       Yes

*Food & Beverage:*

- Breakfast       Lunch       Dinner       Reception       Coffee Break

Minimum Square Footage: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By completing and submitting this signed form, I confirm that I have read and understand the NANS Rules and Regulations and agree to abide by them. I serve as an authorized agent of the requesting company.*

**Be sure to refer to the signage restrictions (#11) as NANS will be strictly enforcing these rules for 2025.**