Product Theater FAQs
American Osteopathic College of Dermatology
PO Box 7525 | 2902 N Baltimore | Kirksville MO 63501
660.665.2184 (p) | 660.627.2623 (f) | 800.449.2623 (toll-free)

The primary contact for this Product Theater is Shelley Wood, MaE,

Eligibility:
Only AOCD Exhibitors who have secured a booth are eligible to apply for a Product Theater slot, subject to availability and adherence to all published guidelines. A non-refundable deposit of $2,000.00 is required to guarantee the time slot. Final payment for the Product Theater must be paid in full within 30 days of conference.

Logistics:
1. There are NO competing events happening during the product theaters.

2. Sponsors are free to provide information to attendees on a subject (and speaker) of its choosing while showcasing its products and services to this target market.

3. AOCD will provide you with the contact for A/V. The company is responsible for the arrangement of ordering and payment of A/V. AOCD cannot do this for the company.

4. AOCD will provide you with contact for F&B. The company is responsible for the arrangement of ordering and payment of food and beverage. AOCD cannot do this for the company.

5. The room set for 100-125

6. The AOCD does not guarantee the number of attendees.

7. E-blasts are included in the sponsorship.

8. A JPEG flyer with pre-registration URL is needed for the e-blasts.

9. The e-blasts are scheduled to go out 30 days prior to conference.

10. AOCD will notify you of the deadline for sending you the required information.

11. AOCD provides one electronic pre-registration list.

12. Bag-inserts are not included in the sponsorship, but your company may hand them out at your booth.

13. Flyers CANNOT be placed at the registration desk.

14. Advertisements are not included in the sponsorship. The AOCD is all-electronic.
AOCD Will Provide:

- Presentation signage directly outside the exhibit hall.
- A listing of the presentation in the meeting programs.
- A hard-wall presentation room located at the conference site.
- Seating for 100 attendees (“school room” set-up).
- A podium.
- Listing of the Product Theater speaker and title in the AOCD Conference Program.

Each Product Theater Host is Responsible For:

- Providing presentation title, content information, presenter(s) name(s), Bio, and a summary for inclusion in the meeting advance and final programs.*
- Food service (if offered), must be coordinated and purchased through the Conference Center provider.
- Coordinating computer/Internet services through the AOCD.
- Coordinating individual presentation needs with service providers.
- AV.
- Obtaining sleeping rooms if needed.
- Paying speaker.
- Invitations.
- Providing a copy of their company compliance requirements to AOCD.

Ownership of Copyright for Content of Product Theater Presentation:
Copyright of the content presented at the product theater shall be owned by the product theater host with all rights intact. The product theater host is responsible for obtaining copyright permissions and licenses for previously copyrighted materials that will be used as part of the product theater program. For your product theater presentation to be included in the meeting programs, you must provide information to Shelley Wood at AOCD, swood@aocd.org at least 30 days prior to the meeting.

Special language for disclaimer needed.
This promotional event is brought to you by_______ and is not certified for continuing medical education. The speaker is a paid consultant presenting on behalf of _____ and the information being presented is consistent with FDA guidelines. This event is conducted in accordance with industry guidelines on Interactions with Healthcare Professionals and is limited to invited healthcare professionals (HCPs). Attendance by guests or spouses is not appropriate. The cost of meals and refreshments provided to US HCPs may be subject to public disclosure. Refreshments are being provided by: ______

Cancellation Policy: No refunds will be made for cancellations after contract has been signed by both parties. All submissions for Product Theaters are subject to review and approval by AOCD.