



# Technical Workshop APPLICATION

### Company Information (please print or type)

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Billing address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number | Fax Number \_\_\_\_\_ | \_\_\_\_\_

Email \_\_\_\_\_

**Title of Workshop & Description**  
 Title and abstract description (50 words maximum) must be submitted electronically with this application to Annette Suriani at [asuriani@oandp.org](mailto:asuriani@oandp.org) for inclusion in marketing materials. The Academy reserves the right to edit descriptions.

**Category which best fits your topic (select one)**

Orthotics, spinal  
  Patient Management  
  Orthotics, Lower Extremity  
  Sports Medicine  
  Orthotics, Upper Extremity  
 New Breakthroughs  
  Prosthetics, Lower Extremity  
  Prosthetics, Upper Extremity  
 Other \_\_\_\_\_

### Acknowledgement & Payment Information

4-hour Technical Workshop(s) (limited to two) \_\_\_\_\_ Workshop(s) @ \$1,700 each = \_\_\_\_\_

2-hour Technical Workshop(s) (limited to two) \_\_\_\_\_ Workshop(s) @ \$850 each = \_\_\_\_\_

Please charge my  
 VISA    MasterCard    American Express \_\_\_\_\_ Showcases @ \$1,000 each = \_\_\_\_\_

Credit card number \_\_\_\_\_

Credit card security code | Exp. date \_\_\_\_\_ | \_\_\_\_\_

Authorized signature \_\_\_\_\_

I am sending a check\* (Make checks payable to: AAOP) In the amount of \$ \_\_\_\_\_

Signature/Date \_\_\_\_\_

(Your signature serves as a commitment to the guidelines and conditions on the reverse side of this contract)

\* Checks should be mailed to: The Academy, Attn: Exhibits, 7910 Woodmont Ave., Suite 760, Bethesda, MD 20814



# Technical Workshop Application

## Technical Workshop Guidelines

1. The sponsor will be charged a fee of \$1700 per 4-hour workshop and \$850 per 2-hour workshop. **NEW!** This fee will cover the cost of the room, theatre seating, podium with microphone, projection screen and LCD projector and help defray the cost of beverage breaks for attendees. Any additional audiovisual or needs must be arranged and paid for by the workshop sponsor. If such arrangements are necessary, you will be advised of the official audiovisual contact.
2. Selection of workshops will be based upon content of program and balance between prosthetic and orthotic topics. Selection of workshops is on a first come/first served basis.
3. Sponsoring company must be exhibiting to host a workshop.
4. Direct sales presentations are prohibited and orders may not be taken during the workshop.
5. The Academy cannot be held liable for any costs incurred by the sponsoring company for “no-show” attendees.
6. There will be **no refund** issued if a sponsoring company cancels once they have applied and been accepted.
7. Sponsorship of technical workshops is **limited to two (2) per manufacturer**. In the event that rooms are available closer to the meeting date, the Academy reserves the right to open additional slots.
8. Deadline for receipt of abstracts is June 11, 2018 for inclusion in the Session Preview, distributed to 13,000 O&P Professionals. Deadline for inclusion in the Preliminary Program sent to over 17,000 practitioners is August 13, 2018. December 14 for the mobile app.
9. There is no deadline for attendee registration and on-site registration for these workshops.
10. There will be two tiers of workshops. The workshop schedule is:
  - a. **Tier I:** 8:00 am - 12:00 pm, 8:00 am – 10:00 am or 10:00 am-12:00 pm
  - b. **Tier II:** 1:00 pm - 5:00 pm, 1:00 pm – 3:00 pm or 3:00 pm-5:00 pm

Use of equipment in a workshop: It shall be the responsibility of the workshop host company to ensure that the company is in compliance with existing fire and safety regulations. It is advised that each company hosting a workshop contact the Academy for the purpose of ascertaining applicable regulations and the existence of any restrictions (ie. ovens) and to order additional food and beverage for their workshop.

### Deadlines:

July 2, 2018 (for inclusion in the Session Preview)  
 August 6, 2018 (for inclusion in the Preliminary Program)  
 October 8, 2018 (for inclusion in the mobile App)

Questions? Contact Annette Suriani (202) 380-3663 or email [asuriani@oandp.org](mailto:asuriani@oandp.org)

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AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

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