



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 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) @ \$1,650 each = _____

2-hour Technical Workshop(s) (limited to two) _____ Workshop(s) @ \$825 each = _____

Please charge my _____ Showcases @ \$1,000 each = _____

VISA MasterCard American Express

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 \$1650 per 4-hour workshop and \$825 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: June 11, 2018 (for inclusion in the Session Preview)
 August 13, 2018 (for inclusion in the Preliminary Program)
 December 14, 2018 (for inclusion in the mobile App)

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

AMERICAN ACADEMY OF ORTHOTISTS AND PROSTHETISTS

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