



THE 2024 NAIRO ANNUAL SYMPOSIUM

THE NEXT GENERATION OF CLINICAL REVIEW

FEBRUARY 27-29, 2024

SPONSOR PACKET

New Orleans, Louisiana

**This packet contains everything you will need to be included as a Sponsor for the 2024 NAIRO Annual Symposium:
"The Next Generation of Clinical Review."**

**Please read it thoroughly before filling out any forms.
As the Symposium program develops, more information will be shared with you.**

**In the meantime, please let us know if we can provide assistance.
Thank you for your support of NAIRO!**



GENERAL SYMPOSIUM INFORMATION

Each year, NAIRO and its member companies stage an annual symposium discussing the latest developments and trends in independent medical review. The Symposium delivers in-depth educational content, along with networking opportunities to meet and exchange ideas with others in the industry.

The theme for the three-day event is “The Next Generation of Clinical Review,” highlighting changes and advances in the healthcare clinical review landscape.

SPONSOR INFORMATION

This packet contains everything you will need to be included as a Sponsor for the NAIRO 2024 Symposium. Please read it thoroughly before filling out any forms. As the symposium program develops, more information will be shared with you by email.

SPONSOR TABLE DISPLAY

Each table exhibit will consist of a table and up to two chairs. There is typically enough space for promotional items (brochures, Sponsor-provided logo overlay, etc.). We will have more details about backdrop dimensions and other display requirements as we approach the Symposium.

SPONSOR TABLE SCHEDULE

The schedule for the exhibit tables has been developed to coincide with break times and should allow for the greatest amount of flow.

All times are tentative. Final set-up and dismantle hours will be provided at a later date.

Day 1: Tuesday, February 27

7:00am - 5:00pm	Registration
8:00am - 11:00 am	NAIRO Board and Membership Meeting
11:00am - 1:00pm	Lunch on your own
1:00 pm - 1:30 pm	Welcome Session: Frances Scott, NAIRO President & Val Aiello NAIRO Vice President and Symposium Chair
1:30pm - 2:45pm	Educational Session #1
2:45pm - 3:00pm	Break
3:00pm - 4:15pm	Educational Session #2
5:00pm - 7:30pm	Welcome Reception

Day 2: Wednesday, February 28

8:00am - 9:00am	Breakfast / Registration
9:00am - 10:15 am	Educational Session #3
10:15am - 10:30am	Coffee Break
10:30am - 11:45am	Educational Session #4
12:00pm - 1:15pm	Lunch
1:15pm - 2:45pm	Educational Session #5
2:45pm - 4:00pm	Educational Session #6
6:00pm - 8:00pm	Dinner

Day 3: Thursday, February 29

8:00am - 8:30am	Breakfast
8:30am - 9:45 am	Educational Session #7
9:45am - 10:15am	Coffee Break
10:30am - 11:45am	Educational Session #8
11:45pm - 12:00pm	Closing Remarks

SPONSOR REQUIREMENTS

A high resolution Sponsor logo (vector .ai preferred) is due to **admin@nairo.org** at your earliest possible convenience but no later than January 4, 2024 to be included in the Symposium Marketing Materials. NOTE: your logo will not be included until your Sponsorship payment has been received.

SPONSOR INFORMATION

Sponsor Agreement form and Payment due February 1, 2024

Sponsor logo due to admin@nairo.org no later than January 4, 2024

Sponsor registration form(s) for on-site attendee(s) by January 4, 2024

RULES AND REGULATIONS

1. The Sponsor is solely responsible for all costs incurred for the exhibit display and any giveaways.

2. Security & Liability: NAIRO will not provide security services. Providing security for exhibits, Sponsor property and for Sponsors themselves, as well as for their employees, agents, representatives and guests, shall be the sole responsibility of the Sponsor. The Sponsor agrees to hold NAIRO and the hotel harmless and to indemnify NAIRO and the hotel against claims or liability arising out of the actions, fault or negligence of the Sponsor, its agents or employees, prior to, during and after the symposium. NAIRO and the hotel shall not be responsible for any loss, damage or injury that may happen to the Sponsor or the Sponsor's agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of NAIRO or the hotel) prior to, during or subsequent to the

Symposium period. The Sponsor hereby releases NAIRO and the hotel from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

3. Damage to Property: The Sponsor, its agents, guests or patrons shall not injure, mar nor in any manner deface the hotel premises or equipment therein, and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks or screws into any part of the hotel, and will not make nor allow to be made, any alterations of any kind therein. Should any of the hotel's equipment used by the Sponsor in the conduct or operation of the exposition be damaged, lost or stolen, the Sponsor will promptly pay for the equipment by cash or certified check.

4. Signs & Posters: The Sponsor agrees that it will not post or exhibit signs, advertisements, posters or cards of any description inside, in front of or on any part of the hotel without written consent.

5. Public Policy: All companies or individuals exhibiting at the symposium are participating at the exclusive discretion of NAIRO and must abide by all local codes, rules, regulations and ordinances, including fire regulations, and must abide by the directions and instructions presented by official NAIRO and hotel personnel. The Sponsor understands that any violations of these policies may result in the immediate closing and removal of the Sponsor's table.

6 Eligible Exhibits & Restrictions: NAIRO reserves the right to accept or reject without reason any exhibit agreement received. NAIRO also reserves the right of exhibit space reassignment.

7. Exhibit Floor Access: NAIRO reserves the right to limit access to the exhibit tables to anyone during times the space is not officially open.

8. Use of Exhibition Space: Sponsors shall reflect their company's highest standards of professionalism while maintaining their tables during exhibit hours. No Sponsor shall assign, sublet or share table space without the permission of NAIRO.

9. Exhibition Sales Policy: No firm or organization is permitted to engage in direct sales activities within the exhibit area without the expressed written approval of NAIRO.

SYMPOSIUM REGISTRATION

Sponsors and exhibitors may register for the event online at www.nairo.org. If your sponsorship package includes complimentary registration(s), you will be issued a discount code to be used with the online registration form.



NEW ORLEANS HYATT CENTRIC ACCOMMODATIONS

A block of rooms is set aside for NAIRO Symposium attendees at discounted rates. Reservations must be made via website or phone on or before January 23, 2024.

Website: Hotel reservations may be made, modified, or canceled at:

<https://www.hyatt.com/en-US/group-booking/MSYRF/G-NAIR>

Phone: Group Reservation agents can assist with reservations. Mention you are a NAIRO Symposium attendee for access to special group rates.

Reservations Phone: **877.803.7534**

REMINDER

Reservations must be made on or before January 29, 2024 to qualify for group rates.

ATTIRE

Attire for our Symposium is business casual. Weather in New Orleans for the week of the Symposium is predicted as follows (please plan accordingly):

The afternoon temperatures will be mostly in the mid to upper 60s F (19-20 C) while the early morning lows will tend to be in the low to mid-50s F (11-12 C).

A few of the warmer days this month will reach highs near or above 75 F (24 C).

CONTACT INFORMATION

To assist with any last minute questions or concerns, the following list of contacts is at your disposal:

Hotel Reservations
Reservations Toll Free:
877.803.7534

Hotel Contact Phone:
504.586.0800

NAIRO Office contact
admin@nairo.org

PRE-SHIPPING PROCEDURES

Should you need to ship any items to the hotel prior to the symposium, please address as follows:

HOTEL SHIPPING ADDRESS AND DETAILS

New Orleans Hyatt Centric ***will charge a \$5.00 per box handling fee for all boxes of 25 lbs. or less. Exhibits & larger boxes (over 25 lbs.) will incur an additional fee (26-100 lbs.—\$25.00 per piece; 101-200 lbs.—\$50.00 per piece; 201-300+ lbs.—\$75.00 per piece). Any box/crate over 300 lbs. will be individually priced by the resort's Shipping Department.***

There will be a 20% handling fee for all outgoing freight shipped through the Business Center.

SPONSOR LEVELS

Premier: \$15,000

- Inclusion in Member dinner with special recognition as an Official Symposium Premier Sponsor
- Included in Welcome Reception and recognized as Premier Sponsor
- Full advertising on NAIRO website and all marketing material as Premier Sponsor
- Inclusion on all social media and marketing events as a Premier Sponsor (Save the Date, Reminders, Open Invitations, announcements, etc.)
- Branding on Symposium signage
- Introduction at start of Symposium with opportunity for presentation and/or demonstration (10 minutes)
- Exhibit Table Display Opportunity (12ft table)
- Premier listing in Symposium Marketing efforts
- Provided attendee list
- Free Registration for 5

Gold: \$10,000

- Inclusion in ALL marketing efforts for event
- Included in Welcome Reception and recognized as Gold Sponsor
- Full advertising on NAIRO website and all marketing material as Gold Sponsor
- Tagging on all social media
- Branding on Symposium signage
- Presentation Opportunity (10-minute max) during Symposium luncheon or dinner
- Exhibit Table Display Opportunity (6ft table)
- Gold listing in Symposium Marketing efforts
- Provided attendee list
- Free Registration for 3

Gold - Dinner: \$10,000

- Full branding and highlighting at the Symposium Banquet Dinner
- All Gold Sponsor benefits
- **ONLY 1 AVAILABLE**

Silver: \$7,500

- Included in Welcome Reception and recognized as a Silver Sponsor
- Full advertising on NAIRO website and all marketing material as Silver sponsor
- Tagging on all social media
- Branding on Symposium signage
- Silver listing in Symposium Marketing efforts
- Provided attendee list
- Free Registration for 2

Silver - Cocktail Reception: \$7,500

- Full branding and highlighting at the pre-Banquet Cocktail Reception
- All Silver Sponsor benefits
- **ONLY 1 AVAILABLE**

Silver - Welcome Reception: \$7,500

- Full branding and highlighting at the Symposium Welcome Reception
- All Silver Sponsor benefits
- **ONLY 1 AVAILABLE**

Bronze: \$5,000

- Included in Welcome Reception and recognized as a Bronze Sponsor
- Advertising on NAIRO website and all marketing material as Bronze Sponsor
- Tagging on all social media
- Branding on Symposium signage
- Bronze listing in Symposium Marketing efforts
- Provided attendee list
- Free Registration for 1

Bronze - Lunch: \$5,000

- Full branding and highlighting at Lunch
- All Bronze Sponsor benefits
- **ONLY 1 AVAILABLE**

Bronze - Breakfast: \$5,000

- Full branding and highlighting at 1 Breakfast
- All Bronze Sponsor benefits
- **ONLY 2 AVAILABLE**

Branding /Ad Only: \$750

- Branding in Symposium Marketing efforts

SPONSORSHIP AGREEMENT FORM

2024 NAIRO Educational Symposium: "The Next Generation of Clinical Review"

February 27-29, 2024

New Orleans, LA

As a Sponsor of the NAIRO Symposium, your logo will be included on all marketing materials once your Sponsorship payment has been received by NAIRO. Please forward a high resolution version of your logo (.ai or vector format) to admin@nairo.org at your earliest convenience but no later than January 4, 2024.

Please return the completed Sponsorship Agreement Form to admin@nairo.org along with Sponsorship payment by January 4, 2024. Sponsorship checks may be mailed to:

NAIRO

230 Washington Avenue Extension

Ste 101

Albany, NY 12203

The Sponsorship Agreement Form can also be submitted online at www.nairo.org.

Company / Organization

(Please print exactly as name should appear in all marketing efforts)

Contact Name:

Title:

Address:

City:

State:

Zip:

Phone:

Email Address:

Please select the sponsorship you are interested in:

- | | | |
|--|---|--|
| <input type="checkbox"/> PREMIER: \$15,000 | <input type="checkbox"/> SILVER - Cocktail Reception: \$7,500 | <input type="checkbox"/> BRONZE - Breakfast: \$5,000 |
| <input type="checkbox"/> GOLD - Dinner: \$10,000 | <input type="checkbox"/> SILVER - Welcome Reception: \$7,500 | <input type="checkbox"/> BRONZE - Lunch: \$5,000 |
| <input type="checkbox"/> GOLD: \$10,000 | <input type="checkbox"/> SILVER: \$7,500 | <input type="checkbox"/> BRONZE: \$5,000 |
| <input type="checkbox"/> BRANDING / AD ONLY: \$750 | | |

Sponsorship Payment

An invoice will be emailed to the designated contact listed above. Payment is due by February 25, 2023. Please note that check payment is preferred, however all major credit cards are accepted.

Table Assignment

Tables will be assigned at the sole discretion of NAIRO and will be on a first-paid, first-served basis.

Sponsorship Agreement Forms and Payment due January 4, 2024.

