

INDUSTRY SPONSORED
NON-CE PRODUCT
THEATER PROSPECTUS



AANP NATIONAL CONFERENCE JUNE 20-25 NEW ORLEANS



NEW ORLEANS
EXPERIENCE



NETWORKING
AND EVENTS



CONTINUING
EDUCATION

AANP

American Association of
NURSE PRACTITIONERS®

2023 AANP National Conference

Industry Sponsored Non-CE Product Theater Prospectus

Effective September 1, 2022

Only industry Sponsored Non-CE Product Theater (IS PT) submissions with completed application and full payment will be reviewed for approval. Dates, times and type of IS PT are based on a first-come, first-served basis. By completing the application, there is no guarantee your first PT size or choice will be available. It is the organizing company's and sponsoring company's (collectively referred to as "Applicant") responsibility to ensure the completed application and payment are received by AANP management.

Important Reminders & Dates	
Submission deadline to be considered in the first round of assignments	January 6, 2023
First round of Industry Sponsored Product Theater date assignments <i>After January 9, 2023, all IS PTs will be assigned on a first-come, first-served basis. IS PTs are assigned only after the complete application and payment are received.</i>	January 9, 2023
Program IS PT Announcements artwork for approval by AANP <i>(Conference Guide, Mobile App, AANP.org)</i>	March 24, 2023
Program IS PT Announcements final artwork for printing	April 7, 2023
Audience Response System request deadline, if applicable	April 14, 2023
Conference Bag Insert for approval deadline	April 14, 2023
Conference Bag Insert must be received by the fulfillment company	April 28, 2023
Request for AANP management of on-site registration deadline	May 1, 2023
Speaker/Slide Review Meeting Room request deadline	May 12, 2023
Program signage design (inclusive of promotional and compliance) submission deadline for AANP approval	May 12, 2023
Hotel Reservation deadline <i>(subject to availability)</i>	May 23, 2023
Name Badge form deadline	May 31, 2023
BEO and room set information	June 6, 2023
Post Conference Report	July 7, 2023

AANP Overview and Conference History

The American Association of Nurse Practitioners (AANP) is the largest full-service professional organization for NPs of all specialties with a membership of over 119,000 individuals and 200 NP organization members. AANP represents the interests of more than 290,000 NPs licensed to practice in the United States.

AANP/Conference Mission

The 2023 AANP National Conference assists the organization in meeting its mission to empower all nurse practitioners to advance quality health care through practice, education, advocacy, research and leadership.

AANP Experience Delivering Educational Opportunities

The 2023 AANP National Conference is the nation's largest multi-specialty NP conference providing a venue for nurse practitioners to further their education. The conference is designed to meet the CE needs of nurse practitioners from specific specialties and practice settings. Industry branded educational events (non-CE) are added to AANP conferences to provide important additional educational opportunities for conference attendees. These events provide essential updates in the management of disease states and branded product(s) information.

AANP's Invitation to Industry

The 2023 AANP National Conference will be held Tuesday, June 20 - Sunday, June 25 in New Orleans, LA at the Ernest N. Morial Convention Center.

Projected Conference registration is approximately 4,500. Estimated attendance for each IS PT is dependent on the option assigned. AANP is pleased to extend an invitation to submit an application for participation in the 2023 AANP National Conference by hosting a non-CE product theater. There are no satellite IS PTs.

If interested in working with AANP to conduct an IS PT at this conference, we recommend applying now. Opportunities are limited.

We look forward to receiving your application by Friday, January 6, 2023. First round assignments will be made Monday, January 9, 2023. Submit the completed/signed application and payment to AANP to be considered for approval. AANP will continue to accept IS PT application submissions after the deadline date until all IS PT time slots are filled. Completed and paid application submissions are processed in order of receipt.

COVID-19

Applicant consents to participate in the 2023 National Conference. Applicant understands that the World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic, and acknowledges that the American Association of Nurse Practitioners (AANP) and Meeting Management Associates (MMA) are working closely with local and federal guidelines and recommendations to plan and hold the National Conference in order to minimize the potential for COVID-19 transmission amongst participants. By submitting an application, applicant acknowledges and agrees that they are fully responsible for their own safety and actions while participating in the National Conference, and recognizes that their employees may be at risk of contracting COVID-19 through no fault of AANP or MMA.

With full knowledge of the risks involved, applicant hereby releases, waives, covenants not to sue, and further agrees to indemnify, defend, and hold harmless the Released Parties from any and all liabilities, claims, demands, actions, causes of action, costs, expenses, damages, and lawsuits whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by applicant, or its employees, related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

Prospectus Content

This prospectus contains the application, the submission details and information regarding the logistics and requirements for conducting an IS PT at the Conference. Please read this document in its entirety as it provides answers to frequently asked questions. Please keep it available to reference as needed.

Terms

1. American Association of Nurse Practitioners herein referred to as "AANP"
2. 2023 AANP National Conference herein referred to as "Event" or "Conference"
3. Industry Sponsored Non-CE Product Theaters herein referred to as "IS PT" or "PT"
4. Organizing Company and/or Sponsoring Company herein collectively referred to as "Applicant"
5. AANP Affiliates and Partners herein collectively referred to as "Affiliates"
6. Sponsor's Third-Party Vendor herein referred to as "Organizing Company"
7. 2023 AANP National Conference Industry Sponsored Non-CE Product Theater Prospectus herein referred to as "Prospectus"
8. 2023 AANP National Program IS PT Announcement artwork herein referred to as "Conference Guide," "Mobile App," and "AANP.org"
9. Curriculum Vitae (CV)
10. Audience Response System (ARS)
11. 2023 AANP National Conference Industry Sponsored Non-CE Product Theater Application herein referred to as "Application"

A. General Provisions

1. The Applicant of each IS PT is encouraged to have an exhibit at the Conference. Exhibits provide a setting for the IS PT attendees to ask additional questions regarding related products and provides time to introduce or discuss products with those not able to attend an IS PT. Exhibitor information can be accessed at aanp.org. If you have any exhibitor questions, please contact AANP Exhibit Management at AANP@corcexpo.com or 312.265.9646.
2. The Applicant's primary contact person's information should be kept current with AANP IS PT Staff. Contact AANP immediately with any changes at AANP@corcexpo.com to facilitate ongoing communications. For security reasons, AANP staff will communicate with only the primary contact person listed on the Application. All inquiries from other parties will be directed to the primary contact person.
3. The development and implementation of IS PTs must be in accordance with the Prospectus, together with related procedures and communications.
4. By submitting an application to participate in the Conference, the Applicant acknowledges and agrees that AANP and its vendors, including but not limited to AANP, Ernest N. Morial Convention Center, all conference hotels, Corcoran Expositon, Inc., Freeman, Encore and any of their respective officers, directors, staff members, agents, volunteers and employees, will not be liable to Applicant or any other party for any special, incidental, indirect, general or consequential damages or costs which may arise in connection with the Event. Applicant consents to AANP using any photos, other images taken of Event, and any results of conference related activities that occurred during the Conference for media outreach efforts, promotional campaigns, various publications/communications, or other business purposes as determined by AANP without compensation to Applicant. In the event that AANP should find it necessary to cancel this conference for any reason, including but not limited to fire, flood, riot, earthquake, civil commotion, insurrection, Act of God, labor disputes, strikes, outbreak of disease or illness, epidemic or pandemic, wars, shortage of or inability to obtain materials, supplies or utilities, or any law, ordinance, rule or regulation or other circumstances beyond AANP's control, then AANP's liability shall be limited to refund of IS PT fee paid to AANP less a pro rata share of expenses actually incurred by AANP in connection with the Conference.
5. AANP has final approval on all aspects of any IS PT activity that occurs at the Conference.
6. AANP reserves the right to add, change or amend IS PT information and the Conference schedule without advance notice.

B. Application/Payment Process/Submission

1. Only Industry Sponsored Non-CE Product Theater (IS PT) submissions with complete application and full payment will be reviewed for approval. Assignment of dates, times and type of IS PT are based on a first-come, first-served basis. By completing the application, there is no guarantee your first PT size choice will be available. It is the Applicant's responsibility to ensure the application and payment are received by AANP management.
2. Applicant submits the following:
 - Completed and signed Application
 - Full payment
 - Make Checks Payable to: American Association of Nurse Practitioners. Tax ID: 22-2547543
3. Additional Submission: If there are any reporting requirements/restrictions such as that residents of some states cannot attend the IS PT, specific meal cost limitations, or compliance signage requirements it is the responsibility of the Applicant to send this information when submitting an Application to AANP.

Mailing Address

American Association of Nurse Practitioners
(AANP)
PO Box 485
LaGrange, IL 60525-0485

Physical Address (for express-type mail only)

American Association of Nurse Practitioners (AANP)
c/o Corcoran Expositions, Inc., Mike Stevens
200 West Adams Street
Suite 1000
Chicago, IL 60606

B. Application/Payment Process/Submission *(cont)*

4. Submit the completed/signed Application and full payment of the AANP IS PT fee to AANP no later than Friday, January 6, 2023 to be considered in the first round of approvals and IS PT time slot assignments. AANP will continue to accept Application submissions until all openings are assigned. Completed Application submissions are processed in order of receipt after payment is received.

C. Confirmation of Approval

1. Notifications of approval as a conference IS PT will be emailed to the primary contact person (identified on the application).
2. If an IS PT is not approved by AANP, payment(s) received will be refunded. AANP will make a courtesy phone call followed by an email notice when an application is not approved.
3. AANP reserves the right to refuse any IS PT Application and/or IS PT proposal.

D. Industry Sponsored Non-CE Product Theater Inclusions

1. IS PT coordination, logistical planning, management and administrative services.
2. IS PT room including stage and standard stage set-up (podium, table(s) and chairs).
 - AANP works closely with facility staff to maximize banquet style seating capacities.
 - AANP does not permit changes to the room set.
 - Stage does not include a confidence monitor for speakers. Contact mary@corcexpo.com if a confidence monitor is required at the Applicant's expense.
3. Food & Beverage (F&B) service with attendee tables set in banquet-style rounds
 - F&B service is included in the AANP IS PT fee.
 - F&B service precedes the IS PT presentation.
 - AANP determines and manages all menu and service details.
 - When concurrent IS PTs occur, the same menu will be served. Enhancements and/or changes are not permitted.
 - The selected menu will be sent to each approved IS PT's primary contact person as a part of the Final Details document.
4. Standard audiovisual (AV) equipment and technical support
 - AANP provides audiovisual (AV) equipment and technical support for the IS PTs. AANP maintains sole authority to change the AV equipment and technical support as needed. The PT primary contact person is notified if a change occurs.
 - Applicant may send an AV technician/coordinator to the conference to assist the AV Staff assigned by AANP. If sending an AV technician, sponsor is responsible for notifying AANP by email to: mary@corcexpo.com.
 - To request additional AV items and/or services, please contact AANP in writing. AANP Staff must pre-approve additions to assure no disruption is created for other scheduled conference activities. If approved, additions are at requestor's expense.
 - AV Equipment and Technical Support provided by AANP is standard AV set which will be outlined in the ISE Important Information document after approval of the IS PT to the Conference schedule.
5. Announcements
 - Printing of one (1) IS PT Announcement, if artwork is supplied by Applicant, with up to four-colors in the Conference Guide. IS PT title is also listed in the program section of the Conference Guide. Artwork specifications will be provided with your PT confirmation and outlined in the ISE Important Information document.
 - Posting of IS PT Announcement (with the same concept/design approved and used for the Conference Guide on the AANP website (aanp.org) for the duration of the Conference and outlined in the ISE Important Information document.
6. Time slots reserved for IS PTs are indicated in the AANP conference registration brochure. Through email communications, conference registrants will be informed when the IS PT Announcements are available for review on the AANP website.

D. Industry Sponsored Non-CE Product Theater Inclusions (cont)

7. IS PT signage, when provided by Applicant, will be placed at reserved locations to assist with on-site recruitment. Signage to be supplied by Applicant in full compliance as outlined below:
 - Applicant is required to provide IS PT signage to assist with on-site promotion and identifying IS PT location.
 - All signage must be approved by AANP prior to production/printing.
 - Applicant to prepare six (6) signs for promoting each IS PT at the conference. The signs must be 22" wide x 28" long x 3/16" deep. Framing of signs is not permitted. AANP will not display signs of other sizes. Note: A lightweight poster material should be used so signs can easily be mounted on the wall boards. If compliance signs are required, notification and requirements must be submitted to AANP with the "Application".
 - A seventh (7th) sign is permitted (same as other six approved signs) for display in Applicant's AANP Exhibit Hall booth at conference.
 - AANP assigned staff will place all approved signs at reserved locations to assist with on-site recruitment with one sign placed at the IS PT entrance.
 - Room name (and/or number) must be displayed on signs.
 - If your signs will require an additional attachment/holder, you must contact Conference IS PT Staff for approval when sign design/layouts are being submitted to AANP.
 - AANP requires all signage be shipped to conference according to the ISE Important Information document received with your product theater assignment confirmation email.
 - Do not place any additional postings on-site or move any signs from the AANP reserved locations or they will be removed and destroyed.
8. The name(s) and/or logo of the Sponsoring Company may be posted on the AANP website, on signage at the Conference, on the Conference mobile app and may be identified in the Conference Guide which is distributed on-site to attendees.
9. One (1) speaker/slide review meeting room upon request (maximum time: 2 hours)
 - Room assignment is made by AANP Conference Staff. Special request to meet in the IS PT (event room) may be permitted when possible. Slide review meeting cannot interfere or disrupt the scheduling of other conference events/activities.
 - Applicant is financially responsible for the audiovisual equipment and food & beverage service for the speaker/slide review meeting.
 - For further details regarding requesting a room, please refer to the ISE Important Information document received with your product theater assignment confirmation email.
 - Additional time for speaker/slide review meeting rooms and/or additional speaker meetings will be at Applicant's expense and is arranged through IS PT Staff by sending an email to mary@corcexpo.com.
10. AANP name badges for speakers and Applicant staff attending the IS PT
 - AANP provides name badges for IS PT speakers and Applicant staff assigned to IS PT. An AANP name badge is required at the Conference and must be worn to enter the IS PT.
 - The badges will be available when the primary contact person checks in.
 - Note: Applicant staff attendance is permitted only at the IS PT for which they are employed and/or participating.
11. Index cards for questions will be placed on each table.
12. AANP will assign one AANP Staff member for each program to complete the following tasks:
 - Assist with getting the attendees seated
 - Distribute the handouts
 - Assist during Q & A session (if requested)
 - Collect evaluation forms (if applicable)
 - Assist with distribution and collection of audience response units (if applicable)

D. Industry Sponsored Non-CE Product Theater Inclusions (cont)

13. It is the responsibility of the Applicant to conduct the on-site registration process. Applicant can contract with AANP to manage the on-site registration process for an additional fee. Refer to the application for pricing.
 - Should Applicant contract with AANP to register (scan) attendees on-site, an IS PT attendee data report will be sent post conference that includes the attendee's name and contact information (conference mailing address, phone number, email address and NPI number) if attendee provided this information to AANP.
 - An IS PT Facility Banquet Event Order (BEO) Final Invoice will be sent to the primary contact person within twenty (20) business days post-conference.

14. One (1) AANP approved post-conference mailer to conference attendees on IS PT topic/product/service*

*Notes: *Includes waiver of AANP mailing list fee. All other expenses are the responsibility of the Applicant. To be eligible for this benefit the post-meeting mailer must be submitted to AANP for approval within 4 weeks post-conference and a third-party mail house is used.*

E. Optional Promotional Services

1. Conference Bag Insert
 - Applicant of an IS PT may decide to provide a Bag Insert (promoting the IS PT) for inclusion in the 2023 AANP National Conference Bag distributed to each registered attendee on-site at the conference.
 - The IS PT Conference Bag Insert Fee is \$5,000 per bag insert.
 - The approved AANP Conference Bag Insert is the only bag insert permitted for an IS PT.
 - Estimated quantity to provide to AANP: 4,500 (exact quantity to be provided closer to conference).
 - Applicant is responsible for all other costs, including the design, production and shipping of the Bag Insert items to assigned location.
 - Indicate on the Application if selecting this service. More detailed information such as size specifications will be sent to assigned IS PT Applicants at a later date.
 - If you would like to use a pre-printed document that meets size specifications and weight limitations, etc., contact mary@corcexpo.com or call 312.265.9650 to discuss.
2. Additional Conference IS PT promotional activities/communications may be permitted with written request and approval from AANP.

F. Use of Temporary Staff

1. AANP will provide one support person for assistance during the IS PT. If assistance with identifying temporary staff service is required, contact mary@corcexpo.com.

G. Scheduling

1. Each 75-minute IS PT consists of 15 minutes for food service, followed by a 60-minute presentation which must include a question and answer session.
2. Time and Date for IS PTs are included within the Conference schedule.
3. AANP cannot guarantee any IS PT date or time prior to official assignments of the IS PT time slots.
4. All IS PTs are coordinated by AANP. AANP reserves the right to change food service, IS PT assigned date, time and the Conference schedule.

H. Computer Aided Design (CAD) Layout

1. The ballroom CAD layout (where applicable) will be provided to each IS PT's primary contact person, approximately two weeks prior to the conference.

I. Recording of Industry Sponsored Non-CE Product Theaters

1. AANP does not audio or video record the IS PTs.
2. If Applicant would like to request to have their presentation recorded, at their expense, contact mary@corcexpo.com. Request must identify the type of recording, the reason/purpose for recording, and the specific equipment needed to support request. AANP will review request and provide a response.

J. Audience Response Systems (ARS)

1. The use of an AANP audience response system (ARS) vendor is optional. If you are interested in an ARS system, contact mary@corcexpo.com for details.
2. If planning to bring your own ARS equipment and technician or to contract with another company other than AANP ARS vendor, notify and coordinate with mary@corcexpo.com to obtain requirement arrangements in advance.

K. Registration and Attendance

1. Applicant is responsible for handling their own on-site registration (scanning) process and tracking of attendees for their IS PT.
2. Due to guideline requirements, attendance is restricted to Conference registrants only. A Conference name badge provided by AANP is required for entry.
3. To expedite processing of attendees into the IS PTs at conference, registration/admission will be handled on-site, at the door of each scheduled IS PT, on a first-come, first-served basis. There is no pre-conference registration.
4. With the promotional information services AANP provides (and the available optional promotional services you can select), conference registrants are well informed of the scheduled IS PTs so they can make their on-site attendance selections.
5. Applicant can contract with AANP to manage the on-site registration (scanning) process for an additional fee. Refer to the application for pricing.
 - If AANP manages the on-site registration (scanning), a post conference report will be sent with contact information.
 - Questions? Contact mary@corcexpo.com or call 312.265.9650 to discuss for details.

L. Speakers

1. It is AANP's preference to have the speaker be a NP; if a NP is available in the Applicant's speaker bureau (in the appropriate IS PT therapeutic area). If you are using more than one speaker and you are able to obtain an NP, the NP should serve as Chairperson.
2. Honoraria and all expenses are the responsibility of the Applicant.
3. Speakers for IS PTs are not eligible for a waiver of the conference registration fee. If interested in attending other conference programs/sessions, IS PT speakers are required to register and pay the conference registration fee.
4. All speakers and personnel associated with the IS PT must have a badge and agree to the AANP Conference Terms of Service & Release of Liability. [**View AANP Conference Terms of Service & Release of Liability.**](#)
5. All IS PT speakers are invited to attend the Exhibit Hall. Wear the IS PT name badge provided by AANP for admission.
6. Applicant agrees that it is their responsibility to ensure that the speaker represents and warrants the presentation does not violate any copyright, proprietary or intellectual property rights of others; and it is factually accurate and contains no matter defamatory or otherwise unlawful.
7. Applicant is solely responsible for the content of the presentation. It is not AANP's responsibility to review or monitor the presentation for copyright or other legal compliance. AANP strongly recommends that all presentations do not use references such as physician, MD, nurse, mid-level clinician, etc., when referring to nurse practitioner. Please use generic clinician language such as healthcare provider or reference them as NP or nurse practitioner. There should be no wording that could be taken as demeaning to a NP/nurse practitioner within the presentation.

L. Speakers (cont)

8. Applicant agrees to indemnify and hold harmless AANP and its officers, directors, members, employees and agents, from and against any and all claims, actions, losses, demands, costs, attorney's fees, and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the warranties and representations with the exception of that caused by or resulting from the sole and gross negligence of AANP.

M. Sleeping Room Reservations

1. If housing is required for IS PT speakers or staff, it must be obtained at a designated AANP Conference Hotel. Housing information will be included in the PT Confirmation and ISE Important Information Document.

N. Program Materials

1. A program syllabus and other handouts are not required. However, if planning to provide these items, prepare enough for each non-CE product theater attendee expected.
2. Applicant is solely responsible for the content of promotional materials. It is not AANP's responsibility to review or monitor materials for content, copyright or other legal compliance. AANP strongly recommends that all materials do not use references such as physician, MD, nurse, mid-level clinician, etc., when referring to nurse practitioner. Please use generic clinician language such as healthcare provider or reference them as NP or nurse practitioner. There should be no wording that could be taken as demeaning to a NP/nurse practitioner within materials.
3. The Applicant is responsible for production and cost of all program materials.
4. An evaluation form is recommended. If an evaluation form is provided, the assigned AANP staff member can assist with distributing and collecting the forms from the attendees. If an evaluation form is prepared and distributed to IS PT attendees, an evaluation summary report is due to AANP IS PT Staff within 30 business days post-conference.
5. No surveys or requesting of attendees' contact information is allowed without review and approval by AANP.

O. AANP Name/Logo and Conference Reference

1. Use of the AANP name, logo and conference reference is not permitted unless approved.

P. Sponsor Name/Logo

1. Sponsor shall retain all rights to their name, logo and trademark provided to AANP and its agents. AANP and its agents shall not obtain any rights to Sponsor's name, logo and trademark.

Q. Shipping, Storage and Handling Information

1. For AANP IS PT shipping, storage and handling information, please refer to the ISE Important Information document received with your product theater assignment confirmation email.
2. If IS PT program materials are shipped as directed, handling charges incurred by the General Contractor for IS PT packages are the responsibility of AANP. AANP will not be responsible for packages sent to locations/addresses not identified by AANP. Any expenses incurred by AANP or an AANP representative to forward the Applicant's packages to the correct location will be billed to the responsible Applicant post-conference.

R. IS PT Final Details

1. A final memo will be sent approximately two weeks prior to conference to the primary contact person. This memo will contain final instructions and on-site information.

S. Enduring Activities NOT Allowed

1. Enduring activities from the AANP conference IS PTs are not permitted.

T. Industry Sponsored Non-CE Product Theater Cancellation/Refund Policy

1. AANP must receive cancellation requests in writing. If written cancellation request is received prior to first round of assignment date, the cancelling company will receive a refund less \$750 administrative fee and other related expenses incurred by AANP and/or an AANP representative/assigned vendor. All IS PT payments are non-refundable after the first round of assignment date by AANP. However, If AANP is able to fill all PT slots, the cancelling company (Applicant) will be refunded 65% of paid IS PT fee less any expenses incurred by AANP and/or an AANP representative/assigned vendor.

U. Force Majeure

1. AANP may terminate an IS PT agreement at any time AANP management determines that the conference (or the portion of the conference in which said program is scheduled) must be delayed, prevented or rendered impractical by events beyond AANP control. This includes but is not limited to: fire, flood, riot, earthquake, civil commotion, insurrection, Act of God, labor disputes, strikes, outbreak of disease or illness, epidemic or pandemic, wars, shortage of or inability to obtain materials, supplies or utilities, or any law, ordinance, rule or regulation.

V. Miscellaneous

1. Media are not allowed into IS PT events without prior approval by the Applicant.
2. AANP reserves the right to post name(s) and/or logo of the Applicant on the AANP website, signage at the Conference, Conference mobile app and may be identified in the Conference Guide which is distributed to attendees.

V. Questions/Inquiries?

1. For questions and inquiries, please contact AANP@corcexpo.com or call 312.265.9650.

Frequently Asked Questions

1. What will be on the menu for our Product Theater?

AANP will select the menu and it will be distributed closer to conference. Each concurrent IS PT will have the same menu.

2. In regards to the Conference Guide Program Announcement for our Product Theater Sponsorship, can we promote both our Exhibit Booth and Product Theater in one ad?

Yes, you can promote both your Exhibit Booth and Product Theater.

3. Will there be badge scanners provided at the Product Theater?

You can elect to have AANP manage the scanning process for an additional fee or you can rent scanners or a badge developer kit from the official conference lead retrieval provider, Maritz, and manage scanning on your own. Maritz information will be available in January 2023.

4. Do you have deadlines for the IS PT content, title, speaker info, etc.?

All of the Important Reminders and Dates for Product Theaters are listed on page two.

5. Does AANP manage the Transfer of Value (TOV) reporting or provide sponsors with the information to process? If we report, are opt-outs identified in the post-meeting attendance report and in such a case would we get a breakdown of only the food/beverage cost?

For sponsors paying for AANP scanning, an Excel file will be provided approximately three business days post-event, with their first name, last name, therapeutic area, available NPI numbers, address, city, state, zip, email and phone number. AANP does not report into the TOV system, as that is specific to each sponsor and their internal protocol.

6. If sponsor requests a slide review room, is there flexibility to select a date/time that best accommodates the speaker's schedule?

Each sponsor has access to their assigned PT room 90 minutes prior to the start of their PT or a meeting request can be submitted for a different time.

PROSPECTUS APPLICATION

(Effective September 1, 2022 - Application Page 1 of 2)

By submitting this application for a 2023 AANP National Conference IS PT, the Organizing Company and Sponsoring Company (collectively referred to as "Applicant") acknowledge they have read and agree to comply with the 2023 AANP National Conference Industry Sponsored Non-CE Product Theater Prospectus, together with related procedures and communications.

Please print legibly except required signature(s). One (1) application form per IS PT is required. Please make copies of this form as needed.

TOPIC/THERAPEUTIC AREA and PRODUCT NAME: _____

PROPOSED IS PT TITLE: _____

ORGANIZING COMPANY INFORMATION (Please Print)

If serving in the capacity of the Organizing Company assigned by a Sponsor to work with AANP, the Organizing Company and the Sponsoring Company information must be completed. If you are the Sponsoring Company and plan to work directly with AANP, then complete only the Sponsoring Company Information section.

APPLICANT/CONTACT PERSON'S INFORMATION: (IMPORTANT NOTE: If any of this contact information changes, please e-mail mary@corcexpo.com immediately to facilitate ongoing communications.) AANP will communicate with only the primary contact person listed below.

ORGANIZING COMPANY NAME: _____

Primary Contact Person: _____ Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Signature (Required): _____ Date: _____

SPONSORING COMPANY INFORMATION (Please Print)

COMPANY NAME: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Signature: _____ Date: _____

(Sponsor representative's signature is only required when Sponsor is working directly with AANP)

IS PT OPTIONS & FEES - AANP is offering the following options for IS PTs this year. AANP does not guarantee that all seats will be filled. Assignment options and time slots will be based on a first-come, first-served basis. Check the applicable boxes:

OPTION 1 - BREAKFAST

☐ Room Set for up to 200 \$42,000

OPTION 2 - LUNCH

☐ Room Set for up to 200 \$45,000

☐ Room Set for up to 350 \$57,000

OPTION 3 - DINNER

☐ Room Set for up to 200 \$55,000

If paying cash or check, apply a \$2,000 discount to fees outlined above.

(AANP will determine the day, time, and food service of each IS PT after approval of the program to the 2023 AANP National Conference schedule. Food will be modest and provided in a manner conducive to the educational objectives of the program.)

OPTIONAL SERVICES & FEES

Check the box or boxes to select the optional services available through AANP:

☐ AANP Manage Onsite Registration Process \$3,200

☐ Conference Bag Insert \$5,000

☐ Check this box to allow AANP registered conference media to attend your IS PT

(Information on each service is included in the 2023 AANP National Conference Industry Sponsored Non-CE Product Theater Prospectus.)

**2023 AANP NATIONAL CONFERENCE
INDUSTRY SPONSORED NON-CE PRODUCT THEATER PROSPECTUS APPLICATION**
(Effective September 1, 2022 - Application Page 2 of 2)

FINANCIAL RESPONSIBILITY:

By submitting this application, Applicant accepts financial responsibility in support of this IS PT. The financial responsibility includes the AANP IS PT Fee, selected optional AANP services fee(s), cost for design and graphics of IS PT Announcement, IS PT signs and all other IS PT expenses incurred such as your staff/ representative(s) time and expenses for working with AANP, speakers(s) honorarium and speaker(s) and staff/representative(s) travel and miscellaneous expenses such as optional program handouts and documents.

PROCESSING AND PAYMENT INSTRUCTIONS: AANP Tax ID: 22-2547543

1. Send Application and full payment (the AANP IS PT Fee) no later than Friday, January 6, 2023, to be considered for approval in the first round of IS PT assignments. AANP will continue to accept application submissions until all openings are assigned. Complete application submissions are processed in order of receipt.
2. If there are any reporting requirements/restrictions such as that residents of some states cannot attend the PT specific meal cost limitations or compliance signage needs, please indicate here: _____
3. Receipt of full payment of IS PT fee must have occurred to receive approval notification from AANP.
4. If IS PT is not approved by AANP, received payment(s) will be refunded, less fees incurred by AANP.

SUBMIT TO:

CALCULATE PAYMENT DUE:

IS PT Fee (\$2,000 discount if cash payment):	\$ _____
Conference Bag Insert:	\$ _____
AANP Management Onsite Registration Process:	\$ _____
Total Due:	\$ _____
Payment Enclosed:	\$ _____

☐ Electronic Transfer: Contact Mike Stevens at mike@corcexpo.com

☐ Credit Card Payment: (**A credit card payment link will appear on your invoice**)

** Fees associated with IS PT payment using a third-party payer (ie. ACH payments, management companies, etc.) are the responsibility of the applicant. AANP is not responsible to absorb these fees and all rates will be adjusted accordingly.*

Mailing Address

Make checks Payable to: American Association of Nurse Practitioners - Tax ID: 22-2547543

American Association of Nurse Practitioners (AANP)
PO Box 485
LaGrange, IL 60525-0485

Physical Address (for express-type mail only)

American Association of Nurse Practitioners (AANP) c/o Corcoran Expositions
Mr. Mike Stevens
200 West Adams, Suite 1000
Chicago, IL 60606

If you have any questions, please e-mail Mary Michalik at mary@corcexpo.com. AANP reserves the right to change or amend any IS PT information and the conference schedule without advance notice. AANP reserves the right to refuse any IS PT application and/or proposal. **It is the responsibility of the Applicant to ensure receipt of this application and full payment by AANP management. No IS PT will be assigned or considered received without full payment.**