



**2023 APA Annual Meeting
Industry Sponsored Huddle Session**

Deadline for Submission: March 1, 2023

Overview

APA offers commercial organizations the opportunity to present product information to psychiatrists and other mental health professionals attending the 2023 APA Annual Meeting online.

These presentations are promotional and are an extension of the Exhibit Hall. **They are not for CME credits.** Only exhibitors will be permitted to secure a Huddle session at this meeting. Huddle sessions will be limited to 30 minutes in length.

A total of six (6), 30-minute Huddle sessions (two per day) are scheduled Sunday-Tuesday at the following times: 12:15-12:45 p.m. & 1:00-1:30 p.m.

Sessions will accommodate approximately 50 people in a combined seating atmosphere at The Stage, a presentation area on the exhibition floor. Assignments are on a first-come basis with the signed letter of agreement securing the session for the supporter.

Please initial each heading to acknowledge you have read and understand the information provided. The guidelines will be provided to accompany the contractual documents upon submission.

Presenter Selection

Initial:

Companies may select a presenter from the company or a physician thought leader to speak about the session. Session topics include new product or promotional presentations, book signing, topic discussions, and recruitment opportunities. Company representatives must provide the title of the presentation and speaker name with credentials by **March 1, 2023**, or risk having the session listed without a title in the program and on the Meeting App.

Payment/Production/Deadlines

Initial:

The refund and deadline policy are as follows:

Deadline for full payment:	30 days after contract is provided.
Cancellation until January 6, 2023:	Full refund, less 10% processing fee of full cost
Cancellations January 7 – March 1, 2023:	50% refund of total cost
After March 1, 2023:	No refunds provided

APA will provide the following:

1. An excel spreadsheet of the pre-registered meeting attendees. This list will be available three weeks prior to the conference's start date. Email addresses are not provided.
2. One (1) chrome sign holder will be available for signage placed 15 minutes in advance of the presentation.
3. A standard room package to include the following:
 - Multiple seating options for approximately **50 attendees**.
 - Low riser with a standing lectern and microphones (option of handheld or lavalier microphones).
 - One (1) 42" monitor for downstage reference monitors
 - Audiovisual including LCD projector, screen and room sound system.
 - One (1) hand-held, lead retrieval device delivered to the session 15 minutes prior to the session.
 - Any additional requests will be directly charged to the presenting company by the vendor.
4. Listing of programs in the *APA Guide*.

Requirements for Sponsors of Huddle Discussions Selected for Presentation

1. Production of the Huddle Discussion will not begin until full payment is received by APA. Payment is required 30 days after the contract is provided.
2. Company presenting the Huddle Discussion shall indemnify APA against all liabilities and expenses, including without limitation reasonable attorneys' fees, incurred by APA/American Psychiatric Association as a result of the publications distributed at, statements made during, or any other conduct occurring at the Huddle Discussion.
3. All promotional and post-session materials, including print invitations for the Huddle Discussion, must be approved by APA prior to release and distribution. It is the sole responsibility of the presenting company to work directly with APA to obtain this approval.

All approved promotional and marketing material for the Huddle Discussion must contain the following statement. The omission of this statement in marketing pieces will delay approval and production of advertisement pieces.

"This is an informational event provided by <<supporting company name>>. Participants cannot claim CME credit for attending this informational event and participation may be subject to reporting under the Sunshine Act. The Huddle Discussion content and the views expressed therein are those of <<supporting company name>> and not of APA."

4. No additional staff can be hired by supporter to provide Huddle Discussion invitations on meeting/conference property. Invitations can be given out at your booth. No exhibitor registration badges are included with this sponsorship.
5. Company representatives must provide the title of the presentation and speaker name with credentials by March 1, 2023. Information received after the deadline cannot be guaranteed publication in the APA marketing products.

6. A laptop is not provided as part of AV setup, so please bring a laptop to the presentation if needed.
7. One (1) lead retrieval device will be provided.
8. Company may place one sign for their session within the presentation area prior to their session 15 minutes prior to the presentation. One sign holder will be available at the Huddle Discussion for the company's use at no charge.
9. There is a 15-minute set-up time prior to presentation. Each session must conclude promptly.
10. Payment of the fee must be submitted along with the completed letter of agreement. After that time, APA must be notified promptly in writing of the cancellation of any scheduled program. If written notice of the cancellation of a program is received by March 1, 2023, a refund will be issued, less ten percent (10%) of the program fee. **No refund will be issued for any event cancelled after March 1, 2023.**
11. Company is solely responsible for the providing of any items of value and for compliance with the Sunshine Act or any other reporting requirements that may apply.

Ownership of Copyright for Content of Symposium

Initial:

Copyright of the content presented at the Huddle Discussion shall be owned by the presenting company of the Huddle Discussion with all rights intact. The Huddle Discussion presenting company is responsible for obtaining copyright permissions and licenses for materials previously copyrighted that will be used as part of the sponsored session, including all DSM 5 references.

Signature

Print

Company Name

Date

For more information on Huddle Discussions, please contact:

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