



Waves of Hope

APHON 2025

SEPTEMBER 25 - 27, 2025 • PROVIDENCE, RHODE ISLAND

APHON Symposium Overview

Application Process

The Sponsor will provide the proposed Symposium information to the APHON Office for consideration by the Conference Program Planning Committee. This information will include:

- ° Title of program
- ° Abstract text description of 50 words or less for use in APHON symposium material

Sponsors will be notified regarding approved topics within 14 business days. Upon approval of the program, a Letter of Agreement will be developed and The Sponsor will be invoiced for the \$35,000 symposia fee.

Schedule: APHON's sales rep will coordinate with you the available symposium spots to select from. Options typically include Breakfast, Lunch or Dinner.

Sponsor Responsibilities

- **The Sponsor** is responsible for all program development and speaker selection. Sponsor is responsible for all costs associated with the development and implementation of meeting and the development and distribution of materials as well as payment of honoraria and expenses directly to the speaker(s).
- **The Sponsor** is responsible for all marketing costs and stand-alone brochures advertising the symposium. APHON will provide a listing in the conference schedule and on the conference website. Sponsors are limited to no more than 3 additional signs to promote their event onsite. Placement of additional signs will be up to the discretion of APHON.
- **The Sponsor** is responsible for all food and beverage costs related to their symposia. The sponsor will work with APHON event contacts on all food and beverage needs. APHON will execute the orders with the catering manager. APHON will track registrations leading up to the event and update the sponsor on RSVP levels so they can adjust the order accordingly.
- **The Sponsor** will collect presentations from speakers. Sponsor has the option to print, collate, ship and distribute the symposium handouts during the symposia (optional).
- **The Sponsor** will provide APHON with a description of the program and a listing of speakers along with their bios for inclusion on the APHON conference website by August 1st.

Contact APHONsales@wearemc.com with any questions.



Pre-Conference

- Once sponsor has signed on for a symposium opportunity a planning call will be scheduled between APHON and client to walk through deadlines and requirements of session.
- APHON will set up a registration link in the event registration system and will send regular reports to the sponsor of the number of registrants for their event.
- The following information will need to be sent to APHON to be included in the registration:
 - Symposia Title
 - Symposia Description (300 word max)
 - Logo
 - Primary contact information
- APHON will need the following information by August 1st where applicable.
 - Final Symposia Title
 - Final Symposia Description (300 word max)
 - Primary Presenter Full Name with Credentials
 - Co-Presenter Full Name(s) with Credentials
 - All Presenter Bios (300 word max)
 - All Presenter Photos
 - Any accreditation information, if applicable
- APHON will assign appropriate meeting space and set up for the in-person symposium.
- APHON will push attendees to the symposia information page through email messages leading up to the event promoting the sponsor's symposia.
- APHON will provide a listing in the conference guide, on the conference website, and on-site meeting signage.

During Conference

- Sponsors are permitted to utilize 3 additional signs to promote their event onsite. Placement of additional signs will be up to the discretion of APHON. APHON will also provide opportunities for registration advertising inserts, room drops, web banner advertisement, and conference app advertisements (*additional expense*).
- APHON will provide a standard AV set, which includes one screen, one LCD projector, a laptop, a standard stage set, a podium or lavalier microphone, and live streaming capabilities. Any additional AV requirements will be provided by APHON's AV vendor at the symposium sponsor's expense and must be requested by August 15, 2025. Examples of additional AV requirements include image magnification, a camera operator, additional AV labor, stage lighting, special furniture, and recording capabilities. **If the sponsor chooses to purchase recording capabilities, speakers will need to sign a speaker release form prior to presenting in order for the symposium to be recorded.**

Contact APHONsales@wearemcj.com with any questions.

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Advertising Regulations

1. All advertising for the symposium must be approved by APHON in writing prior to printing or emailing.
2. APHON does not endorse Symposium and therefore no indication should be made in the advertising that APHON endorses the symposium.

2025 Symposia and 2025 Conference Deadlines and Timeline:

April 30th

Title, brief description, and logo due

May

Registration Opens

August 1st

Symposia final information due:

- Final Symposia Title
- Final Symposia Description (300 word max)
- Final Symposia Learning Outcome(s)
- Primary Presenter Full Name with Credentials
- Co-Presenter Full Name(s) with Credentials
- All Presenter Bios (300 word max)
- All Presenter Photos
- Any accreditation information, if applicable

August 8th

Catering selections due.

August 15th

Additional AV requirements are due to AV Vendor MAC.
Final slide deck due.

September 11th

Catering final guarantee due

September 25-27

49th Annual Conference

Questions about your Symposium Date/Time or General Questions:

APHONsales@wearemci.com

Educational Content Materials will be collected by Angelina Baglio, angelina.baglio@wearemci.com
A/V Contact - TBD