

1. Privacy and Data Protection Notice

The American Academy of Allergy, Asthma & Immunology (AAAAI) takes your privacy seriously. AAAAI will only use your personal information to administer your Non-CME Educational Program at the 2025 AAAAI / WAO Joint Congress (“the Meeting”), to provide services that you have requested from AAAAI and otherwise as you may expressly consent. A complete copy of AAAAI’s Legal and Privacy Notices, the terms of which are incorporated herein, can be found at <https://www.aaaai.org/Global/Legal-and-Privacy-Notices>.

By providing consent, you are allowing AAAAI to process your personal data. AAAAI will collect and store information you provide in the Non-CME Educational Program Application for the purposes of reserving a program at the Meeting, to assist with administrative and planning purposes and to allow the compilation and analysis of statistics relevant to AAAAI.

The information you provide in the Non-CME Educational Program Application and information provided at any other time during the Meeting, including without limitation any feedback obtained during the Meeting, will be used by AAAAI to offer, provide and continue to improve its Meeting and other services. The AAAAI will also use your email address to communicate important information regarding this event and, if you consent, for marketing purposes for future events. AAAAI will not otherwise, without your consent, use or disclose your personal information for any purpose unless it would reasonably be expected that such a purpose is related to the offer, provision and improvement of the Meeting or where such purpose is permitted or required by law.

Do you agree to receive emails from AAAAI for future Annual Meetings?*

Yes No

Do you agree to receive emails from AAAAI for other in-person and online education programs?*

Yes No

You may adjust these selections at any time by updating your preferences at <http://aaaai.execinc.com/edibo/Profile>.

NOTE: AAAAI is photographing this Meeting. These photographs, along with your name, may be used in AAAAI or World Allergy Organization (“WAO”) publications or on the AAAAI, AAAAI Annual Meeting or WAO websites. If you do not want your photo used, please inform the staff photographer at the time the photograph is taken.

I understand that it is my right to withhold consent to the above Privacy and Data Protection Notice, or to withdraw my previous consent at any time. I further understand that without my consent, it is not possible to process my Non-CME Educational Program Application. Please contact the AAAAI Executive Office at (414) 272-6071 if you have any further questions about how this will affect your Non-CME Educational Program Application.

I have read the Privacy and Data Protection Notice for the 2025 AAAAI / WAO Joint Congress and agree to the terms as outlined above.*

I Agree

Should you choose not to provide consent for AAAAI to process your personal data, you are forgoing your right to reserve a Non-CME Educational Program.

2. Contact Information:

Sponsoring Company _____ Contact Name _____

Medical Education Company _____ Contact Name _____

Address _____

City _____ State _____ Zip/Postal Code _____

Phone _____ Email _____

Product/Disease State/Therapeutic Area _____

3. Non-CME Educational Program Guidelines:

Non-CME Educational Programs provide an opportunity for commercial organizations to present information about their products, services or therapeutic areas to delegates attending the 2025 AAAAI / WAO Joint Congress. The material presented may be promotional and may concentrate on a specific product. Non-CME Educational Programs are up to two hours in length, scheduled either in the morning or evening, and open to all Meeting attendees on a first-come, first-served basis. Members of the AAAAI Presidential Line are not allowed to accept speaker/moderator invitations.

The AAAAI adheres to a right of first refusal process for organizations who have supported Non-CME Educational Programs the previous year. This means that the 2024 Annual Meeting supporter is given the option of confirming support of the same day/time for a Non-CME Educational Program at the 2025 Joint Congress before sponsorship of that function can be offered to another organization. Previous sponsors have until Wednesday, October 16, 2024 at 5:00 pm CDT to submit their application to hold their day/time from the 2024 Annual Meeting. After the right of first refusal deadline has passed, any available day/time slots will be offered on a first-come, first-served basis to the waitlist of Non-CME Educational Programs. Any requests from the 2024 Annual Meeting supporters to change the day/time of their program will be considered after the right of first refusal deadline has passed (i.e., programs that request a change in day/time are not eligible for right of first refusal and will be slotted only if placement is available). AAAAI reserves the right to confirm final placement of all Non-CME Educational Programs.

The \$90,000 payment to AAAAI includes:

- Function space at the Joint Congress headquarters hotel (Marriott Marquis San Diego Marina, 333 West Harbor Drive, San Diego, CA 92101)
(Maximum of 200 participants set as banquet rounds of 10. Please note that capacities may need to be adjusted in accordance with all health and safety requirements in place at the time of the program. Event room, date and time to be approved and finalized by AAAAI.)

Dates:

Friday, February 28, 2025 Saturday, March 1, 2025 Sunday, March 2, 2025

Times:

6:00 to 8:00 am 6:30 to 8:30 pm

- One podium and microphone, two LCD projectors with screens, and sound system. Sponsor may use own or additional AV company, however no discount or refund is available for doing so. **The AAAAI will designate the front of the room where the screens/projectors will be placed. Any reset of this layout may result in an additional \$5,000 fee.**
- Two temporary staff personnel to serve as ushers to arrive one hour before the start of the program; additional temporary staff may be added and billed at \$200/person.
- Two lead retrieval scanners to be delivered to the event space along with basic usage training and picked up at the end of the program; additional scanners may be added and billed at \$175/scanner.
- Promotion of the program in the Joint Congress mobile app and the print and online Final Program (**December 16** deadline; program description to be 100 words or less and may also include the approved title, faculty, learning objectives, date, time, etc.) **Submitted program descriptions may be edited by AAAAI for consistency and to align with the AAAAI Style Guide. This may include, but is not limited to, faculty name and credential formatting, capitalization, time, spacing, commas, use of bold and italic fonts, etc. AAAAI will not change the context of the content provided.**
- Sponsor may place one sign identifying the sponsor and session in front of the event space and one sign placed near Joint Congress registration in the Convention Center on the event day; signs and handouts distributed from your exhibit booth are allowed.
- One-time use of the Joint Congress pre-registration list (mailing to be approved by AAAAI; email addresses are not included; list includes only those who have opted in to receive information from industry; sponsor must sign AAAAI's Data Processing Agreement to be eligible to receive the list; list will be sent on **February 6** or **February 13** upon request).
- One advertising insert in the Joint Congress Registration Bags (insert to be approved by AAAAI by **January 8**; 5,500 inserts due to mail house by **January 15**).
- AAAAI will provide Informational Staff in concourse areas before the start of all Non-CME Educational Programs to direct attendees to these events in a timely manner.
- You may place your recorded Non-CME Educational Program on the Joint Congress Recorded Content Platform after the meeting concludes. Recording and associated fees are the responsibility of the sponsor. Program must link out to the platform of your choosing.

4. Additional Opportunities to Promote Your Non-CME Educational Program:

- Hotel Room Door Drop sponsorships are available for an additional \$10,000/night (insert to be approved by AAAAI by **January 8**; 5,500 inserts due to mail house by **January 15**).
- Sponsored X Posts (formerly Twitter) are available for \$5,000 each and are an excellent way to promote your program by having the AAAAI post your message from the AAAAI handle. Please contact AAAAI for more information.
- Ad space is available in AAAAI *Impact*, AAAAI's quarterly digital membership publication emailed to all AAAAI members prior to the start of the meeting. Please contact media@aaaai.org for a rate card and placement options.

5. Important Deadlines:

October 16, 2024	Right of First Refusal Deadline
December 16, 2024	100-Word Program Description Due
January 8, 2025	Registration Bag Insert Proof Due Hotel Room Door Drop Proof Due (optional sponsorship opportunity)
January 15, 2025	5,500 Registration Bag Inserts Due to Mail House 5,500 Hotel Room Door Drop Inserts Due to Mail House (optional sponsorship opportunity)

Missing the January 15 deadline may result in an additional \$5,000 fee each if Registration Bags and/or Hotel Room Door Drop Bags need to be stuffed on site.

6. Payment Information:

Check - payable to American Academy of Allergy, Asthma & Immunology (an invoice may be requested)

American Express Discover MasterCard Visa Amount to Charge: \$ _____

*Card Number _____ *Expiration Date _____

*Card Holder Name _____

*Billing Address _____ *Zip/Postal Code _____

*Card Holder Signature _____

Please note that AAAAI considers this to be a direct bill function. Sponsor is independently responsible for arranging payment of the necessary set-up, audio/visual, catering and other requirements for the function no later than January 31, 2025.

Personnel are prohibited from handing out or placing promotional program invitations to Joint Congress attendees in and around the Convention Center and Joint Congress hotels. Promotional materials may be handed out from your exhibit booth. Please do not use AAAAI or WAO logos in any of your print materials. If including the meeting name, please refer to it as the 2025 AAAAI / WAO Joint Congress.

AAAAI does not endorse or sanction the information presented in Non-CME Educational Programs, and no such relationship should be inferred by you or implied to your participants. Off-site events not previously approved by AAAAI will be subject to penalties and loss of priority points.

I understand and agree to these guidelines.

Authorized Signature: _____ Date: _____

Print Name: _____

Please return this application to:
Rachel McCormick, Sponsorship Manager
American Academy of Allergy, Asthma & Immunology (AAAAI)
rmccormick@aaaai.org • (414) 272-6071