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## 2016 ANNUAL SCIENTIFIC MEETING INFORMATION FOR OUR PARTNERS

### TARGET AUDIENCE

The ASIA's 2016 scientific program uniquely integrates disciplines germane to SCI research, medicine, rehabilitation and community-based care by offering a broad perspective of topics in workshop, instructional course, oral and scientific poster formats.

We are excited to offer your organization the opportunity to help support this important educational activity. We anticipate 400 – 450 attendees at the Annual Scientific Meeting. Attendees will include physicians, nurses, social workers, occupational therapists, and physical therapists who work with patients with spinal cord injury.

### INVITATION TO SUPPORT

With over 40 years of experience as the top medical professional organization in the field of spinal cord injury (SCI), the American Spinal Injury Association (ASIA) continues to attract the most reputable healthcare leaders to join its membership as well as interest from many of the top corporations in the SCI industry to develop partnerships. By creating partnerships, ASIA is setting the standard to provide both a better quality of life for people living with SCI and ultimately a cure. For *ASIA Partners*, this is a unique opportunity to align with the most respected and accomplished medical professionals in the SCI field.

ASIA relies on its Partners in order to offer the highest caliber meeting. The ASIA meeting is an excellent opportunity for spinal cord injury specialists from around the world to share the latest approaches to medical care for people with spinal cord injury and disease. We anticipate approximately 400 - 450 individuals will attend the annual meeting in 2016.

We hope that we can count on your partnership for this prestigious gathering of physicians and other medical professionals.

### ASIA PARTNER PACKAGES

#### **DIAMOND PARTNER - \$25,000 (2 lunches available)**

- 10 Minute opening remarks welcoming attendees
- 60 minute lunch presentation (meals extra, your choice of menu)
- Top-level sponsorship at ASIA's Annual Scientific Meeting
- One full page color advertisement in Annual Scientific Meeting Program
- Partner's ad on front inside page of meeting program,
- Partner's logo on front cover of meeting program
- 2 tablespots at the Annual Scientific Meeting (10' x 12' exhibit space)
- 4 complimentary registrations for the Annual Scientific Meeting

- 10 complimentary ASIA online educational learning registrations
- ASIA membership mailing list (all members)
- Full year placement of Partner's logo & link to website on ASIA's website
- 6 broadcast emails, Facebook, twitter, or job posting announcements broadcasted to our members each year
- Delegate bags imprinted with partner's Logo

#### **TITANIUM PARTNER - \$20,000**

- 2 tabletops at the Annual Scientific Meeting (10' x 12' exhibit space)
- One full page advertisement in Annual Scientific Meeting Program
- Partner's ad placed on choice of either inside or outside back cover
- 3 complimentary registrations for the Annual Scientific Meeting
- 5 complimentary ASIA online educational learning registrations
- ASIA Membership Mailing List (all members)
- Full year placement of Partner's logo & link to website on ASIA's website
- 5 broadcast emails, Facebook, twitter, or job posting announcements broadcasted to our members each year.
- Sponsorship of the Opening Welcome Reception
- Delegate lanyards imprinted with Partner's logo

#### **PLATINUM PARTNER - \$15,000**

- Partnership 6 ft tabletop during the Annual Scientific Meeting
- One full page advertisement in Annual Scientific Meeting Program
- 2 complimentary registrations for the Annual Scientific Meeting
- 3 complimentary ASIA online educational learning registrations
- ASIA Membership Mailing List (all members)
- Full year placement of Partner's logo & link to website on ASIA's website
- 3 broadcast emails, Facebook, twitter, or job posting announcements broadcasted to our members each year.

#### **GOLD PARTNER-\$10,000**

- Partnership 6 ft tabletop during the Annual Scientific Meeting
- One full page advertisement in Annual Scientific Meeting Program
- 2 complimentary registrations for the Annual Scientific Meeting
- ASIA Membership Mailing List (all members)
- Full year placement of Partner's logo & link to website on ASIA's website
- 2 broadcast emails, Facebook, twitter, or job posting announcements broadcasted to our members each year.

#### **SILVER PARTNER - \$5,000**

- Partnership 6 ft tabletop during the Annual Scientific Meeting
- 1/2 page Ad
- One Complimentary Registration
- ASIA Meeting Attendee Mailing List OR ASIA Membership Mailing List
- Three-month placement of Partner's logo & link to website on ASIA's website
- Copy of the ASIA meeting program and abstracts
- 1 Email blast though out the year to all ASIA Members (content provided to ASIA office by Partner)

## ADDITIONAL ASIA PARTNER OPPORTUNITIES

Exhibitor (6 ft tabletop)	\$2,500
Full page ad in the meeting program	\$1,500
Exhibitor and Full page ad in the meeting program	\$3,500
Promotional material (one page) insert for delegate bag	\$500
Abstract Digest Sponsor – logo included in the indexed journal	\$7,500

Ads are **DUE BY MARCH 18, 2016**. Email to Dana Gibson [dana@societyhq.com](mailto:dana@societyhq.com) or Julie Hitt [Julie@societyhq.com](mailto:Julie@societyhq.com).

Ad specs:

- Full page ad - 8.5 x 11 plus 1/8", bleed on all sides, CMYK color mode, 300 dpi resolution, print ready pdf format.
- Half page ad – 7.5" x 4.875", no bleed CMYK color mode, 300 dpi resolution, print ready pdf format.

Complete the **COMMITMENT FORM** and return to Dana Gibson [dana@societyhq.com](mailto:dana@societyhq.com) or Julie Hitt [Julie@societyhq.com](mailto:Julie@societyhq.com). The commitment form is attached.

For those organizations whose partnership packages include complimentary registration, complete the attached registration form and return it to Dana Gibson [dana@societyhq.com](mailto:dana@societyhq.com) or Julie Hitt [Julie@societyhq.com](mailto:Julie@societyhq.com). The registration form is attached. **DUE BY APRIL 1, 2016**.

**EXHIBITOR BADGE NAMES** are **DUE BY APRIL 1, 2016**. Email names to Julie Hitt [Julie@societyhq.com](mailto:Julie@societyhq.com).

## TABLETOP EXHIBIT SCHEDULE

*Wednesday, April 13, 2016*

1:00 – 4:30 pm           Tabletop exhibit set-up  
5:00 – 7:00 pm           Welcome Reception – Partners and Exhibitors invited!

*Thursday, April 14, 2016*

7:00 – 8:00 am           Breakfast in the exhibit area  
3:00 – 3:30 pm           Coffee break in the exhibit area

*Friday, April 15, 2016*

7:00 – 8:00 am           Breakfast in the exhibit area  
9:30 – 10:45 am         Coffee break/Poster Presentations in the exhibit area  
2:30 – 3:00 am           Coffee break in the exhibit area

*Saturday, April 16, 2016*

7:00 – 8:00 am           Breakfast in the exhibit area  
9:30 – 10:45 am         Coffee break/Poster Presentations in the exhibit area  
10:45 am – 12:30 pm     Tabletop exhibits tear down

*Partners and Exhibitors are invited to all meeting attendee functions.*

## SHIPPING

The Loews Philadelphia uses FedEx for shipping and handling. The shipping instructions and fees are attached.

## POWER AT BOOTH

The order form for power and other engineering requests is attached. Order forms go to Loews Philadelphia.

## WI-FI

There will be complimentary wireless access in the conference area. The login will be provided prior to the conference.

## HOTEL RESERVATIONS

Loews Philadelphia Hotel  
1200 Market Street  
Philadelphia, PA 19107

Click [here](#) for reservations. The group rate is \$189.00 plus taxes and fees. Cut-off date for room reservations is **March 14, 2016**.

## ASIA TAXPAYER ID: 84-0660449

W-9 is available upon request.

## ASIA CONTACT

Dana Gibson, Director of Corporate & Educational Support  
Email [dana@societyhq.com](mailto:dana@societyhq.com) | Telephone 804-338-6958

Julie Hitt, Corporate & Educational Support Administrator  
Email [julie@societyhq.com](mailto:julie@societyhq.com) | Telephone 804-565-6326



ASIA 2016 Annual Scientific Meeting  
 April 13-16, 2016  
 Loews Philadelphia Hotel  
 Philadelphia, PA

## COMMITMENT FORM

### ORGANIZATION INFORMATION

Company Name (Official) \_\_\_\_\_

Company Website \_\_\_\_\_

Company Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Salutation \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Credentials \_\_\_\_\_

Contact Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Extension \_\_\_\_\_ Mobile Number \_\_\_\_\_ Email Address \_\_\_\_\_

Description of products/services your company provides \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SPONSORSHIP COMMITMENT

I wish to partner with ASIA at the 2016 Annual Scientific Meeting in the following category (check one please)

<input type="radio"/> Diamond Partner	\$25,000
<input type="radio"/> Titanium Partner	\$20,000
<input type="radio"/> Platinum Partner	\$15,000
<input type="radio"/> Gold Partner	\$10,000
<input type="radio"/> Silver Partner	\$5,000
<b>ADDITIONAL ASIA PARTNER OPPORTUNITIES</b>	
<input type="radio"/> Exhibitor (6 ft tabletop)	\$2,500
<input type="radio"/> Full page ad in the meeting program	\$1,500
<input type="radio"/> Exhibitor and Full page ad in the meeting program	\$3,500
<input type="radio"/> Promotional material (one page) insert for delegate bag	\$500
<input type="radio"/> Abstract Digest Sponsor – logo included in the indexed journal	\$7,500
<b>TOTAL</b>	<b>\$ _____</b>

## PAYMENT INFORMATION

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Payment in FULL is due by March 18, 2016. ASIA Tax ID # 84-0660449

- Invoice for full amount (*sent via email to contact person on Commitment Form*)
- A check is enclosed for the full amount. Total \$ \_\_\_\_\_  
– *Make checks payable to American Spinal Injury Association*
- CC payment can be made online with the ASIA's secure payment form:  
<https://secure.societyhq.com/asia/agreements/ccauthfrm.iphtml>

*A receipt will be emailed to contact person on Commitment Form.*

### RETURN COMPLETED FORM TO:

Dana Gibson  
Director of Corporate and Educational Support  
2209 Dickens Road, Richmond, VA 23230  
EMAIL [dana@societyhq.com](mailto:dana@societyhq.com)  
FAX 804-282-0090



# 2016 Annual Meeting Registration

APRIL 13 -16, 2016 • LOEWS PHILADELPHIA HOTEL

- PLEASE PRINT OR TYPE -

Name \_\_\_\_\_ Credentials \_\_\_\_\_  
Last First MI

Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

Country \_\_\_\_\_

City / State / ZIP \_\_\_\_\_ Email Address\* \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Guest/Attendent \_\_\_\_\_

Please check if applicable:  Speaker  Poster Presenter  Moderator Special Needs?  Accessibility  Dietary  
 Special needs required \_\_\_\_\_

\*Please provide an email address for a confirmation of your registration.

## PRE-COURSE – WEDNESDAY, APRIL 13, 2016

Make your selection below	Early By 3/1/16	Regular After 3/1/16	Onsite After 3/30/16	
Pre-Course ( <i>CHECK ONLY ONE</i> )	\$100	\$150	\$200	= \$ _____
<input type="checkbox"/> SCIMS <input type="checkbox"/> Translational Research				
Pre-Course Student ( <i>CHECK ONLY ONE</i> )	\$75	\$100	\$125	= \$ _____
<input type="checkbox"/> SCIMS <input type="checkbox"/> Translational Research				

Pre-Course Faculty Wednesday registration fees are waived. If attending the Annual Meeting, April 14-16, please register below.

## ASIA 2016 ANNUAL MEETING – APRIL 14-16, 2016

	Early By 3/1/16	Regular After 3/1/16	Onsite After 3/30/16	
<input type="checkbox"/> ASIA Member	\$525	\$575	\$625	= \$ _____
<input type="checkbox"/> Non-Member	\$625	\$675	\$725	= \$ _____
<input type="checkbox"/> Student <input type="checkbox"/> Fellow <input type="checkbox"/> Resident	\$200	\$250	\$300	= \$ _____
<small>(Must have written Verification from department chair.)</small>				
<input type="checkbox"/> I will attend the Saturday Spine Symposium ( <i>No charge for Annual Meeting registrants</i> )				= \$ _____ n/c
<input type="checkbox"/> Spine Symposium ONLY	\$100	\$150	\$200	= \$ _____
<input type="checkbox"/> Guest/Attendent	\$100	\$100	\$100	= \$ _____
<input type="checkbox"/> Rehab Standards Course (Thursday)	n/c	n/c	n/c	= \$ _____ n/c
<input type="checkbox"/> I will attend the Wednesday night Welcome Reception				<b>TOTAL</b> = \$ _____
<input type="checkbox"/> I will attend the Friday night President's Reception				

I have read and agree to the Refund Policy below (required for registration confirmation).

**Method of Payment**  Check (Made out to ASIA in US dollars)  VISA  MasterCard  American Express  Discover

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV Security Code\* \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name on Card \_\_\_\_\_

\*CVV code is the three-digit number on the back of VISA, MC or Discover or four-digit number on the front of AMEX card above the account number.

If paying by check, please mail to the address below • Credit card registration can be faxed to (804) 282-0090

**ASIA • 2209 Dickens Road • Richmond, VA 23230-2005 • (804) 565-6396 • Fax (804) 282-0090 • asia@asia-spinalinjury.org**

**Refund Policy:** 80% refund through March 13, 2016; no refunds after March 13, 2016. Refunds will be determined by the date a cancellation request is received in writing at ASIA.

**Americans with Disabilities Act:** The American Spinal Injury Association (ASIA) has fully complied with the legal requirements of the ADA and the rules and regulations thereof. If any participant in this educational activity is in need of accessible accommodations, please contact ASIA at (804) 565-6396 for assistance.



# Loews Philadelphia Package Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Loews Philadelphia.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **215.733.0313**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Loews Philadelphia  
1200 Market St  
Philadelphia, PA, 19107  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
Loews Philadelphia  
1200 Market St  
Philadelphia, PA 19107  
Phone: 215.733.0313  
Fax: 215.733.0315  
Email: usa5650@fedex.com

Operating Hours  
Mon – Fri: 7:30am - 5:30pm  
Saturday: 8:00am - 2:00pm  
Sunday: Closed

## SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Loews Philadelphia with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

## PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Loews Philadelphia, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Loews Philadelphia, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.





# Loews Philadelphia Package Shipping Instructions

## UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$150.00	\$150.00

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



**2015 Engineering Service Request**

Today's Date: \_\_\_\_\_

Group/Conference Name: \_\_\_\_\_ APWCA

Exhibitor/Vendor Name: \_\_\_\_\_

Exhibition/Vendor Contact Person: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

On-Site Contact Person: \_\_\_\_\_

Loews Conference Manager: \_\_\_\_\_ Yana Antonyuk

Meeting Room Location: \_\_\_\_\_

**SET-UP:** Day/Date \_\_\_\_\_ Time: \_\_\_\_\_

**TEAR-DOWN:** Day/Date \_\_\_\_\_ Time: \_\_\_\_\_

**Payment Information**

**Total Cost for Service Request: \$** \_\_\_\_\_

Check Enclosed (Made payable to Loews Philadelphia Hotel)

Charge to credit card:  
 American Express                      Master Card                      Visa                      Discover  
 Card #: \_\_\_\_\_ exp. \_\_\_\_\_

Bill to master account -- Acct. #: \_\_\_\_\_

Bill to guestroom -- Name/Room #: \_\_\_\_\_

By my signature below I certify that I am authorized to obligate myself or my company for the above expenses.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Services Available	Quantity	Advance Order PER DAY	Floor Order PER DAY	Total
<b>120 Volt/Single Phase</b>				
20 amps		\$ 115.00	\$ 155.00	
<b>208 Volt/Three Phase</b>				
60 amps (Robot/ Spiderbox)		\$300.00	\$440.00	
100 amps		\$ 540.00	\$ 795.00	
200 amps		\$ 725.00	\$ 925.00	
<b>Cords/Strips</b>				
Extension Cords - 25 foot		\$ 50.00	\$ 65.00	
Extension Cords - 50 foot		\$ 65.00	\$ 80.00	
Power Strips		\$ 20.00	\$ 30.00	
<b>Banners/Hangings</b>				
Banner Hanging: 8 feet or less		\$ 80.00	\$ 105.00	
Over 8 feet		\$ 100.00	\$ 120.00	
<b>Other</b>				
Scissor Lift/ Skyjack (per hour)		\$ 70.00	\$ 90.00	
Meeting/Banquet Room Lock Change		\$ 120.00	\$ 140.00	
Keys for Meeting Space		\$ 20.00	\$ 25.00	
Engineer Labor Rate (per hour)		\$ 60.00	\$ 60.00	
Electrician Labor Rate (per hour)		\$ 75.00	\$ 75.00	
<b>Total</b>				

Any special request contact the Engineering department 2 weeks prior to the event date.

**SPECIAL REQUEST/ INSTRUCTIONS:**

**\*\*Advance order pricing will be extended to orders placed 2 weeks prior to event date.**

**\*\* ALL AREAS OF THIS FORM MUST BE FILLED COMPLETELY IN ORDER FOR THE REQUEST TO BE PROCESSED \*\***

Loews Philadelphia Hotel, 1200 Market Street, Philadelphia, PA 19107  
 Phone: 215-231-7215      Engineering Fax: 215-231-7315

**TO OBTAIN RECEIPTS FOR SERVICE CHARGES PLEASE CALL 888-320-6065**