

COSM 2022 DALLAS

APRIL 27 - MAY 1, 2022 // COSM.MD

AAFPRS • ABEA • AHNS • ALA • ANS • AOS • ARS • ASPO • TRIO

EXHIBITOR EVENT

American Academy of Facial Plastic and Reconstructive Surgery
American Broncho-Esophagological Association
American Head and Neck Society
American Laryngological Association
American Neurotology Society
American Otological Society
American Rhinologic Society
American Society of Pediatric Otolaryngology
The Triological Society

COSM COMBINED
OTOLARYNGOLOGY
SPRING MEETINGS

**MORE INFORMATION
AVAILABLE AT
WWW.COSM.MD**

Introduction

The Combined Otolaryngology Spring Meetings (COSM) are major national meetings for otolaryngologists.

At COSM, each member society presents educational scientific programming that features prominent speakers in their respective specialties. COSM is well attended by the key practitioners within the field of otolaryngology.

COSM is offering exhibitors the opportunity to maximize their exposure to this influential group of otolaryngologists by conducting Exhibitor Events.

Sponsors receive the following value-added acknowledgments to enhance their visibility at COSM.

- **Recognition on the official sponsor sign**
- **Recognition in the COSM mobile app**
- **One time request of the advance attendee list (mailing addresses only)**

We want to thank you for your continued support and look forward to seeing you at COSM in Dallas, Texas.

**FOR MORE INFORMATION,
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Guidelines for Exhibitor Events

Third-party organizers requesting space must be the agency of record for the exhibiting company. Permission to use third-party organizers must be requested in writing by the exhibitor on company letterhead.

Sponsors are responsible for complete coordination of the event, including program content, marketing, logistics, and menu planning. COSM provides meeting space assignment at the headquarters hotel and a one-time request of the advance registration list. The venue may levy room rental charges if the required food/beverage revenue is not met. Sponsor must work with COSM-contracted service vendors.

COSM commences on Wednesday, April 27, 2022 at 8:00am and adjourns on Sunday, May 1, 2022 at 12:00pm. During this period, neither exhibitors nor their agents may conduct, participate in, or sponsor any educational or marketing activities directed toward COSM registrants, other than as part of an approved exhibit, or as part of an approved exhibitor event. Specific time slots that exhibitor events can be held are indicated on the following page.

No meetings or events may be scheduled that compete with officially sanctioned COSM programs without prior written approval of COSM, including all symposia, lectures, sessions, and social events. Social events are gatherings that are not educational in nature and for which there is no formal program. Functions must be good in taste and conform to the purpose of COSM.

All requests for function space will be handled through the COSM convention office. Requests made directly with Hyatt Regency Dallas or any other hotel used to house COSM registrants are prohibited. If you are planning a function at a location other than the official COSM hotel(s), written approval must still be granted by COSM prior to finalizing your arrangements. Space will be assigned on a first-come, first-served basis.

Exhibitor Events requests subject to meeting space size and availability.

Exhibitor Event requests MUST include the following information pertaining to the planned event:

- Day, date, time and title of event
- General description of education content and/or agenda topics
- List of program presenters
- Sponsor(s) of event
- Anticipated attendance and registration fee (if any)
- Contact information
- Completed Meeting Space Request Form

The deadline for exhibitor event space requests is Friday, March 25, 2022. Requests will be accepted past this deadline but are confirmed on a space available basis only.

Once COSM approves the event, a non-refundable application fee is required from exhibitor event organizers. Fees are as indicated on the following page. This fee is an application fee only and provides you with the right to conduct an exhibitor event. Actual meeting expenses/costs related to the promotion and/or coordination are additional and the responsibility of the event organizer. No additional fees are charged by COSM other than for those services requested of COSM.

Upon receipt of the application fee, the COSM Convention office will confirm arrangements and will notify organizers of their space assignment. The organizer is responsible for finalizing all arrangements with Hyatt Regency Dallas. After space is assigned, COSM accepts no responsibility for the planned function.

Although COSM provides function space, it does not endorse your function and does not consider it to be part of the official program. Functions held may not make use of the COSM name or logo, or in any way imply that the function is endorsed or co-sponsored by COSM.

All invitations, event registration brochures, and promotional materials must be submitted to COSM prior to printing. A one-time request of the advance registration list is included in the price of the exhibitor event.

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EXHIBITOR EVENT SCHEDULE

The chart below indicates the available days, times, and fees for exhibitor events during the 2022 COSM. Approved time slots do not compete with any other official COSM educational programming.

Date	Time	Fee
Wednesday, April 27	6:00pm – 10:00pm	\$7,000
Thursday, April 28	6:00am – 8:00am	\$4,000
	6:00pm – 10:00pm	\$7,000
Friday, April 29	6:00am – 8:00am	\$4,000
	6:00pm – 10:00pm	\$7,000
Saturday, April 30	6:00pm – 10:00pm	\$7,000
Sunday, May 1	6:00am – 8:00am	\$4,000

Exhibitor Event fee includes one advance registration list that will be sent at the sponsors' request.

	Wednesday April 27	Thursday April 28	Friday April 29	Saturday April 30	Sunday May 1
AM	AAFPRS AHNS-C	AAFPRS AHNS-C ARS	ALA ARS TRIO-C	ABEA AOS ASPO TRIO	ABEA ANS ASPO-C
PM	AAFPRS AHNS-C	AHNS-C ALA ARS	ABEA AOS ASPO TRIO	ALA ANS ASPO-C	

C = Concurrent

Society Acronyms

AAFPRS - American Academy of Facial Plastic and Reconstructive Surgery - www.aafprs.org

ABEA - American Broncho-Esophagological Association - www.abea.net

AHNS - American Head and Neck Society - www.ahns.info

ALA - American Laryngological Association - www.alahns.org

ANS - American Neurotology Society - www.americanneurotologysociety.com

AOS - American Otological Society - www.americanotologicalsociety.com

ARS - American Rhinologic Society - www.american-rhinologic.org/

ASPO - American Society of Pediatric Otolaryngology - www.aspo.us

TRIO - The Triological Society - www.triological.org

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EXHIBITOR EVENT SPACE REQUEST

All functions taking place during the 2022 COSM must be approved by COSM.

Requests should be completed and returned no later than **Friday, March 25, 2022.**

Requests received after this date can only be confirmed on a space available basis.

SPONSORING ORGANIZATION: _____

EVENT TITLE: _____

DAY and DATE PREFERENCE: _____

ATTENDEES: Number of people expecting _____

Please check here if your event should be listed on the COSM Mobile App.
Changes and/or listings must be received by COSM by **Friday, March 25, 2022.**

Function

- Breakfast
- Reception
- Meeting
- Dinner
- Reception/Dinner
- Other

Setup

- Theater
- Cocktail Tables
- Schoolroom
- Round
- Head Table for _____
- Riser
- Special Arrangements
- Other

Questions

Judy Hambrick, COSM Exhibit Coordinator
Phone: 312.202.5034 - Email: jhambrick@facs.org

Company

Contact Person

Address

City/State/Zip

Country

Telephone

Email

Alternative Email

FOR COSMUSE ONLY

DATE RECEIVED

DATE ASSIGNED

MEETING ROOM

NOTES