**Meeting Director**

Robert S. Flint, MD, PhD, INS Education Committee Chair

**Date:**

Friday, November 3, 2023

**Location**

Wyndham Indianapolis West

2544 Executive Drive

Indianapolis, IN 46241

#### Set-up Time and Exhibit Hours

Friday, November 3, 2023. Vendor check-in and set-up: 7:30 am- 8:00 am

Attendee registration/ breakfast time is 8:00 to 9:30 am

Exhibit visit times:

 8:00a-9:30a

11:45a-1:00p

3:30p-4:00p

All exhibitors should plan to dismantle their exhibits following the last break (ending at 4:00).

***If pre-shipping materials, email ins@indiananeuro.org to make arrangements.***

#### Topic:

#### *Functional Neurological Disorders*

#### Anticipated attendance: 65

Neurologists, Psychiatrists, Physiatrists, and associated Fellows, Residents, Nurse Practitioners, and Physician Assistants.

#### CME program guidelines for exhibitors

#### The Indiana Neurological Society appreciates all financial support of our educational programs. In accordance with ACCME standards, all CME programs will be operated independently and without influence or control from other supporting organizations. Supporting organizations shall not influence or control the program planning, program content, or execution of the activity; the program must be free of commercial bias for or against any product; and any product discussion must be objective, balanced and scientifically rigorous. If a commercial interest both provides an educational grant and sends exhibitors, no concessions are expected for the exhibitors beyond the points agreed to in the Exhibitor Application. Also meeting exhibitors may not engage in promotional activities in the CME education classroom or in the CME materials, and no promotional materials may be disseminated during the CME activities in the CME education classroom.

#### Sponsor/Exhibitor Booths

Exhibit costs are $1550. This fee includes a table, 2 chairs, continental breakfast, buffet lunch, afternoon snacks for two representatives and recognition in the conference materials. Exhibitors are also allowed to attend any of the presentations so long as they adhere to CME provider protocols.

Email ins@indiananeuro if your booth requires power/extension cords.

Additional representatives may attend. The cost for additional representatives will be $100 per person. Register your additional reps near the end of the registration form as a Guest. Arrangements for additional equipment, extension cords, etc. must be made prior to the meeting and will be billed to the vendor.

#### Exhibitor Listing

All exhibitors will be listed on the INS website in the section for “See who is exhibiting”. Exhibit space preference will be assigned by date of application and when payment is received in the Association office.

**Register online at indiananeuro.org**

**Payment for Space**

**All space for must be paid in full by September 30, 2023.** If payment is not received by then, waitlisted companies may be invited to register.

100% refund if cancelled on or before September 16, 2023.

50% refund if cancelled between September 17 and October 7.

No refunds for canceled booths after October 7, 2023.

**Mail checks to:**

 INS 3270 Kirkbride Way, Indianapolis, IN 46222

If you wish to pay by credit card, email ins@indiananeuro.org and an online invoice will be generated. Processing fee will apply.

**A W9 for the INS** is available on line on the registration page. New exhibitor first must join the list of exhibitor contacts. After that step, registration can follow.

## Lunch

The annual luncheon will be held in or close by the exhibit area. Representatives are invited to have lunch in the luncheon area.

**Physical Assistance**

Those attendees who need additional assistance should email ins@indiananeuro.org so that appropriate arrangements can be made.

**Further Information**

For further information, please call Norma Erickson at 317-965-0670 and leave call-back information.