



SPS 2021 GUIDELINES FOR PARTNER TALKS

Partner Talks (formerly called Sponsored Presentations) are commercially supported educational sessions held in conjunction with the 2021 SPS Virtual Meeting. This document has been designed to guide you in the preparation of your application submission. *Please review it thoroughly before submitting your application.*

Only companies who are exhibiting at the SPS Annual Meeting or those who are corporate Sponsors, at a level of \$2,000 or more, may apply. Partner Talks will be promoted by SPS in the Virtual Meeting Program and on the SPS website, and therefore must be open to all meeting attendees. Applications will be subject to approval by the SPS Program Committee or its agents/staff.

GENERAL REQUIREMENTS:

The information presented in the Partner Talk must be balanced and provide the attendee with an objective viewpoint. Proposals for Partner Talks will be evaluated for the ability to provide educational content distinct from that in the official SPS Annual Meeting program. SPS may refuse to review any proposal that does not meet the criteria outlined in these guidelines. In order to maintain a balanced program, SPS will allow no more than one proposal per company per day.

FEE: \$1,500.00 USD

The fee includes a listing of the Partner Talk on the SPS website, a listing in the SPS Virtual Meeting environment, and two pre-event emails featuring Partner Talks distributed by SPS Headquarters.

RULES AND REGULATIONS FOR PARTNER TALKS

1. The Safety Pharmacology Society name and logo are the exclusive property of and trademarked by, the Safety Pharmacology Society (SPS). Aside from the approved wording (refer to "Preparation of Promotional and Other Partner Talk Materials" section), the SPS name, insignia, logo, acronym or any reference to the SPS Annual Meeting may not be used in mailing pieces, signs, advertising or promotions in any media or on descriptive product literature either inside or outside of the exhibit area, before, during or after the meeting without the written consent of SPS. An official logo/advertising graphics may be requested to use on approved materials.
2. SPS must approve mailings and other promotional items and activities employed to publicize any Partner Talk to take place over the official conference dates. All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, web site listings, other promotional and meeting materials, and enduring materials must be approved by SPS before printing or release.
3. Sessions are limited to one (1) hour per session.
4. Sessions are open to all SPS Annual Meeting registered attendees.
5. Sessions are recorded and available on-demand to registered attendees.
6. The use of hazardous materials and live animal testing during the sessions is prohibited.
7. Presentations must adhere to the following SPS Code of Ethics:
 - a. Commit to providing the highest quality science with due regard for objectivity, integrity, and confidentiality.

- b. To present scientific and/or professional opinions with full disclosure of the availability of all supportive data.
- c. To uphold all laws, regulations, safety, and ethical standards that apply to the welfare of co-workers, experimental procedures in animals, and the environment.
- d. Refrain from making statements of professional judgment or becoming involved in situations that are directly or potentially subject to conflict of interest concerns.
- e. To present only materials original to the Speaker/s or Company; or ensure that the Speaker/s Company otherwise has the right to give the presentation using materials that are considered public domain/freely available for public use.
- f. Confirm that to the best of your knowledge that this Agreement in connection with your presentation will not infringe upon any other person's or entity's copyrights or other proprietary rights.
- g. Represent and warrant that, should the Materials require permission or authorization for use in your presentation, you will obtain all authorizations necessary for the use by specified above from the copyright or other proprietary rights holder(s) of such right(s).
- h. Full payment is due once the session is approved. Hosting organizations must be current on all other financial obligations with SPS before approval.
- i. No refunds will be granted for canceling confirmed presentations.
- j. Application for a Partner Talk signifies that you have read the guidelines and understand and agree to comply with the financial, administrative, and other responsibilities associated with this meeting. All session requests are subject to the approval of SPS.
- k. All materials (title, session description, speaker information, links) must be provided promptly to guarantee inclusion within the Virtual Meeting environment when it launches, but no later than September 15, 2021. SPS will make every effort to include items provided after this date, but cannot guarantee timely inclusion of late items.

If the above rules are not adhered to in full, SPS reserves the right to cancel the event at any time.

Send all materials by applicable deadlines to:

Amy Willis, CMP

Email: awillis@safetypharmacology.org

WEBINAR HOSTING

Partner Talks may be hosted by the sponsoring company via the webinar tool of their choice (i.e. Zoom, Webex, GoToMeeting, etc.) or via the Cvent Virtual Platform which utilizes Zoom. If the sponsoring company chooses the later they will be responsible for ensuring they are able to host the webinar as outlined here: <https://bit.ly/36VJ6va> without direct support from SPS. SPS will provide a listing of the session within the Virtual Meeting Platform which includes the session title, description, speaker information, and a link to the live webinar. Additionally, the Partner Talk will be linked from within the sponsoring companies booth. Organizers may conduct pre-registration; however, no SPS attendee may be prohibited from attending the session.

After the Partner Talk live broadcast the recording of the session will be hosted within the SPS Virtual Meeting for on-demand viewing, though December 31, 2021. If the Partner Talk is not hosted via Cvent, the sponsoring company agrees to provide the session recording within 48 hours of the live session, if

the Partner Talk is hosted via Cvent the recording will be automatically rendered and made available in the Virtual Platform.

PREPARATION OF PROMOTIONAL AND OTHER PARTNER TALK MATERIALS

All brochures, invitations, announcements, posters, agendas, speaker descriptions, evaluations, postcards, web site listings, other promotional and meeting materials, and any enduring materials must be approved by SPS before printing or release. Please allow five business days for the approval of promotional materials. All promotional and meeting materials and any enduring materials for the Partner Talk must state the following (use this exact wording):

“This session is a Partner Talk. Although not an official part of the SPS Annual Meeting scientific program, its presentation is permitted by the Society.” This text must be placed in a prominent area on all materials associated with your program.

MARKETING AND PROMOTION BY SPS

SPS will assist in the promotion of approved Partner Talk in the following ways:

A listing of the Partner Talk on the SPS Website, a listing in the virtual meeting environment, and two pre-event email announcements distributed by SPS Headquarters. The SPS mailing list is also available to rent for one-time use and contains postal mailing addresses only (no email addresses or fax numbers, per SPS privacy policy).

MARKETING AND PROMOTION BY EXHIBITOR/SPONSOR

Your personnel or agents may not send unsolicited literature directly to meeting attendees within the virtual meeting, except within the supporting company’s exhibit booth. Organizers are welcomed and encouraged to promote their Partner Talk from their exhibit booth using the approved wording (refer to “Preparation of Promotional and Other Partner Talk Materials” section).

LIABILITY

For all official Partner Talks that SPS attendees may attend, your organization will take full responsibility for the session and will hold harmless SPS, agents, and employees from any and all liability associated with the Partner Talk. By the hosting company or their designee completing and submitting the application form, SPS is released from any and all liability.

PERMISSIONS

By submitting this application and agreeing to participate in the Safety Pharmacology Society (SPS) Partner Talks, I (company representative) confirm that the speaker/s participating in your presentations each grant to SPS the limited, **non-exclusive** rights detailed below in the presentation and any written materials provided (collectively, the “Materials”). All rights not specifically granted to SPS below, however, are reserved to me (company/speaker).

1) The right and license to record, reproduce, distribute, transmit, display, edit (with my prior review and approval), electronically store, and publish the Materials in connection with the 2021 Virtual Annual Meeting until December 31, 2021.

2) The right and license to license, sell and offer for sale the Materials as part of the SPS 2021 Virtual Annual Meeting Registration fees and Program, including without limitation on any recording or transcript of the Materials and oral presentation until December 31, 2021.

3) The right to use the speaker/s name, company name and voice/s in connection with the 2021 Virtual Annual Meeting Program and Materials.