



# Guidelines and Conditions

Deadline July 14, 2008 (for inclusion in the Session Preview)  
August 29, 2008 (for inclusion in the Preliminary Program)

## Technical Workshops

1. The sponsor will be charged a fee of \$1200 per workshop. This fee will cover the cost of the room, theatre seating and help defray the cost of beverage breaks for attendees. Any audiovisual or other needs must be arranged for and paid for by the workshop sponsor. If such arrangements are necessary, you will be advised of the official audiovisual contact.
2. Selection of workshops will be based upon content of program and balance between prosthetic and orthotic topics. Selection of workshops is on a first come/first served basis.
3. Sponsoring company must be exhibiting to host a workshop.
4. Direct sales presentations are prohibited and orders may not be taken during the workshop.
5. The Academy cannot be held liable for any costs incurred by the sponsoring company for "no-show" attendees.
6. There will be **no refund** issued if a sponsoring company cancels once they have applied and been accepted.
7. Sponsorship of technical workshops is **limited to two (2) per manufacturer**. In the event that rooms are available closer to the meeting date, the Academy reserves the right to open additional slots.
8. Deadline for receipt of abstracts is July 14, 2008 for inclusion in the Session Preview, distributed to 10,000 O&P Practitioners. Deadline for inclusion in the Preliminary Program to over 13,000 practitioners is August 29, 2008.
9. There is no deadline for attendee registration and on-site registration for these workshops is accepted.
10. There will be two tiers of workshops. The tentative workshop schedule is:
  - a. **Tier I:** 8:30 am-12:30 pm - Wednesday, March 4
  - b. **Tier II:** 1:30-5:30 pm - Wednesday, March 4

Note: *The Academy has no objection if a company desires to split its assigned period into two shorter workshops.*
11. Use of equipment in a workshop: It shall be the responsibility of the workshop host company to ensure that the company is in compliance with existing fire and safety regulations. It is advised that each company hosting a workshop contact the Convention Services Manager at the Hilton Atlanta for the purpose of ascertaining applicable regulations and the existence of any restrictions (ie. ovens) and to order additional food and beverage for their workshop.

*Use form on reverse side of this page for submitting your abstract.*