



**Organization for Human Brain Mapping
Application for Approval of
Satellite Activities**

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www.humanbrainmapping.org

Please type all requested information on this form. Deadline is 90 days prior to the proposed activity date.

- I. Please choose which option you are requesting:
- A Commercial entity requesting permission and space at China National Convention Center in Beijing, China (no promotional assistance from OHBM). **\$5,000**
 - B Commercial entity requesting permission and space at China National Convention Center in Beijing, China, plus OHBM website publicity and a one time e-mail announcement listing all satellite activities. **\$10,000**
 - C Non-profit requesting permission and space at the China National Convention Center, plus OHBM website publicity and a one time e-mail announcement listing all satellite activities
*Contact Kayla Stidger at KaylaStidger@llmsi.com for meeting rental prices
 - D **[Available to non-profits only]** Requesting promotional assistance only; no meeting space required with a posting on OHBM website and a one-time e-mail announcement listing all satellite activities
2. If your activity is sponsored by a commercial entity, please list: _____
3. Activity title: _____
4. Type of activity (course, seminar, workshop, etc.): _____
5. Date(s)/Time(s): _____
6. Location (hotel/city): _____
7. Name and title of contact person: _____
Phone: _____ E-mail: _____
8. Name of OHBM member involved in planning (if applicable): _____
9. Target audience: _____
10. *Do you plan to provide any Food & Beverage? Yes No N/A
11. Estimated attendance: _____
12. *Room set needs: Theatre Classroom Conference N/A
13. *A/V needs: Yes No N/A
If yes, please explain: _____
14. Methods of promotion: _____
15. Registration fee: Yes No
If yes, list anticipated amount \$ _____ (USD)

***Your organization will be responsible for securing room sets, A/V and Food & Beverage logistics.**

NOTE: OHBM policy requires that OHBM staff must be provided the opportunity to review drafts of publicity material prior to publication and distribution to ensure that names of commercial supporters are disclosed.

Return 90 days prior to the proposed activity date via e-mail or fax to:
Kayla Stidger, Meetings and Events Planner
kaylastidger@llmsi.com
Fax: 952-545-6073