



**Organization for Human Brain Mapping
Policies and Procedures for
Satellite Activities**

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1. An application must be received in the OHBM office prior to distribution of any publicity materials concerning this proposed satellite activity and no later than 90 days before the proposed activity date. Applicant must include a description (max 50 words) of the activity for OHBM publicity purposes.
2. If the applicant is a commercial entity, a check must accompany the application.
 - A. Requesting permission and space at China National Convention Center in Beijing, China (no promotional assistance from OHBM). **\$5,000**
 - B. 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. **[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
3. If the applicant is a non-profit, scientific, or educational organization, the OHBM will not charge a fee but there may be a rental fee at the China National Convention Center. The event will be publicized via the OHBM website with an option of a single e-mail announcement. Contact Kayla Stidger at KaylaStidger@llmsi.com for meeting rental prices.

If the activity is approved:

4. 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. Note: If this policy is violated, OHBM reserves the right to deny future applications made by the violating organization.
5. No later than 30 days after the activity, the following items should be received in the OHBM Executive office:
 - a.) A report of the number of attendees
 - b.) The final program

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**