



**Application for Approval of Industry Sponsored Events and Related Meetings**

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

1. Please choose which option you are requesting:

**Industry Sponsored Event** - commercial entity requesting permission and space at the Vancouver Convention Centre, plus OHBM website publicity and a one-time e-mail announcement listing all satellite activities. **\$10,000**

**Non-profit requesting meeting space at the Geneva Palexpo.** OHBM will not charge a fee, however, there may be a rental fee from the convention centre. The event will be publicized via the OHBM website on the "Related Meetings" page and will be included in a one-time e-mail announcement to the OHBM members and attendees which will list all other related meetings.

**Non-profit related meetings** not held at the convention centre who are requesting promotional assistance only; no meeting space required. The meeting will be publized via the OHBM website on the "Related Meetings" page and will be included in a one-time e-mail announcement to the OHBM members and attendees which will last all other related meetings.

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 the OHBM Executive Office must have 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 [info@humanbrainmapping.org](mailto:info@humanbrainmapping.org) or fax to (952) 545-6073**