



RSNA Hands-on Computer Workshop Application/Contract

November 29 – December 4, 2009
McCormick Place, Chicago

Deadline: May 29, 2009. After this date, inclusion in promotions and publications is not guaranteed.

At RSNA 2009, classrooms will be available for companies to host and conduct Hands-on Computer Workshops. These educational workshops will be taught and equipped by the workshop hosts.

Guidelines

1. Workshop hosts will rent space and provide staffing and equipment but will be required to follow the 2009 Exhibitor Rules and Regulations established by RSNA.
2. RSNA staff will monitor conformance and require each workshop host to assist with surveying workshop participants. RSNA will compile results and share a report.
3. Workshop hosts are encouraged to demonstrate radiology information systems, PACS, enterprise-wide information integration and other learning applications.
4. The emphasis of each workshop is education. Sales activities are limited to the technical exhibition.
5. Workshops must have a minimum of 10 workstations and may not exceed 30 workstations.
6. Workshops must adhere to designated days and hours of operation.
7. Classrooms are limited to 30 participants each.

Course Ticketing

RSNA will distribute tickets (pg. 2) to the hands-on sessions via the RSNA registration system. In the past, most workshop sessions have sold out. Workshop hosts may make their own ticket requests directly on the application form or by contacting the RSNA Meetings Department. (RSNA is not responsible for replacing lost or misplaced tickets.)

Evaluations

RSNA will collect program evaluation forms from each session. A survey summary will be furnished to each Hands-on Computer Workshop vendor approximately 90 days after the annual meeting.

Promotion

Promotion of the workshop sessions will include:

- A. RSNA Online Registration
- B. *RSNA Meeting Program*
- C. Annual Meeting Web site (RSNA2009.RSNA.org)
- D. Onsite signs

Cost and Size of Classroom

The cost of each classroom is \$15.00 per sq. ft. for RSNA 2009 Preferred Exhibitors. A non-refundable deposit of 25% is required with each submitted Hands-on Workshop application. The application deadline is May 29, 2009. The balance is due by August 14, 2009.

Hands-on Computer Workshop classrooms can measure 32' wide and 40' deep, or 40' wide and 40' deep.

Each Classroom Includes:

- 9' high gray wall panels (may be increased to 12'; additional charges by general contractor apply)
- Locking entry door with window
- HVAC units
- Fully carpeted floor
- Exterior classroom signs including each workshop session title and host company name

Each workshop host is responsible for all drayage, shipping, furniture rental, AV service, classroom security and all other exhibition services (electrical, decoration, etc.), which can be obtained through the Exhibitor Service Kit. This service kit will be available online on or about July 8, 2009.

Questions:

If you have any questions regarding the Hands-on Computer Workshop option at RSNA 2009, call RSNA Technical Exhibit Services at 1-630-571-7851 or 1-630-571-7850.

Application Instructions

1. **Publication Address:** Supply your company address and contact information for publication.
2. **Contact Information:** Supply contact information for the official and secondary contact.
3. **Mailing Address:** Supply the mailing address of the official contact.
4. **Day/Time Grid:** Indicate workshop days and times.
5. **Ticketing Breakdown:** Provide RSNA with information on the number of tickets to be distributed by the RSNA reservation system and by the company.
6. **Payment:** Indicate workshop size and payment information.
7. **Signature:** Have official company representative sign the completed application/contract. Before signing, review:
 - a. Hands-on Computer Workshop Terms and Conditions
 - b. 2009 Rules and Regulations
8. **Include Deposit and Mail:** Submit 25% non-refundable deposit (in U.S. funds, drawn on a U.S. bank) with application contract. Mail to:
**RSNA Technical Exhibits
820 Jorie Blvd.
Oak Brook, IL 60523-2251**

FAXED COPIES WILL NOT BE ACCEPTED.

Workshop Location for 2009:

Hall A, South Building,
McCormick Place

Hours of Operation:

Sunday, November 29 –
Wednesday, December 2

10:00 a.m. – 6:00 p.m.

Thursday, December 3

10:00 a.m. – 2:00 p.m.



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Deadline: May 29, 2009

Applications are not considered complete until deposit, title(s) of workshop(s), learning objectives and workshop ticketing distribution information are received.

1. Publication Address: Company name and address information should be completed exactly as it should appear in all RSNA official publications.

		()			()
Company	Telephone		Fax		
				()	
Address				Toll-free Telephone	
City	State/Province	Zip/Postal Code	Country	Company Web site	

2. Contact Information: Only the designated official contact will receive all RSNA workshop-related materials. International exhibitors should also designate a U.S.-based contact, if available. Please furnish mobile phone numbers for use during onsite operations.

		()			()
Official Contact	Telephone (business)	Telephone (mobile)	E-mail Address		
		()			()
Secondary Contact	Telephone (business)	Telephone (mobile)	E-mail Address		

3. Mailing Address: This address will be used to mail all RSNA workshop-related materials to the official RSNA workshop contact.

Company				
Address				
City	State/Province	Zip/Postal Code	Country	

4. Workshop Titles and Schedule: All workshop applicants must submit their workshop titles and schedules by May 29, 2009 to receive full promotional benefits. Workshop sessions may run between 10:15 a.m and 6:00 p.m. on Sunday, November 29, through Wednesday, December 2, and 10:15 a.m. and 2:00 p.m. on Thursday, December 3. Please submit this information via the RSNA Hands-on Computer Workshop Titles and Schedule form found on page 3.

5. Workshop Ticketing Allocation: RSNA will distribute tickets to the Hands-on sessions via the RSNA registration system. Upon request, RSNA will provide workshop host with a limited number of tickets for their distribution. Please indicate the number of tickets to be distributed by your company per session (see #2 below).

- 1. Class size (max 30 per session)
- 2. Host ticket request per session (max 15).....
- 3. RSNA ticketing per session (min 15).....

I request RSNA to overbook workshop sessions by 5 tickets

6. Payment

- 32' wide x 40' deep Classroom @ \$15.00 per sq. ft. \$ 19,200.00
- 40' wide x 40' deep Classroom @ \$15.00 per sq. ft. \$ 24,000.00
- 25% or 100% deposit (check one).....

Full payment due by August 14, 2009.....

Workshop host agrees to abide by the terms and conditions of this application/contract, and the 2009 Exhibitor Rules and Regulations, which are posted on the RSNA Web site, and are made a part of this contract by reference and are fully incorporated herein. The undersigned is empowered to enter into contracts on behalf of the workshop host vendor. This is not a binding contract until signed by RSNA.

Agreed to: _____
Signature of authorized representative Date

Please make all checks (in U.S. funds, drawn on a U.S. bank) payable to RSNA. Return your signed application/contract, deposit payment, with title and learning objectives form to: **RSNA Technical Exhibits, 820 Jorie Blvd., Oak Brook, IL 60523-2251.**

Accepted by RSNA: _____
Radiological Society of North America, Inc. Date

For RSNA Use Only:	Date Received:	CO#:	Deposit:	Batch:



RSNA Hands-on Computer Workshop Titles and Schedule

November 29 – December 4, 2009
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To be submitted with Hands-on Computer Workshop Application/Contract

Instructions

For each session title, please list a 50 – 75 word description and workshop time. Workshop session may run between 10:15 a.m. and 6:00 p.m., Sunday, November 29, through Wednesday, December 2, and between 10:15 a.m. and 2:00 p.m. on Thursday, December 3. Copy this page to include additional titles and learning objectives if necessary. This schedule will be published in the *RSNA Meeting Program* (online and print) if received by May 29, 2009.

Title: _____
 Description: _____

Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time

Title: _____
 Description: _____

Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time
Session day	Session start time	Session end time

Title: _____
 Description: _____

Session day	Session start time	Session end time
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Title: _____
 Description: _____

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RSNA Hands-on Computer Workshop Terms & Conditions

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For the purposes of the RSNA Hands-on Computer Workshop Terms and Conditions, companies hosting and conducting Hands-on Computer Workshops shall be referred to as "vendor" and "vendors."

I. Application/Contract

The application/contract must be signed by an authorized representative of your company and accompanied by a 25% non-refundable deposit, a complete list of title(s), learning objectives and length of each workshop. Any additions, deletions or addenda to the original application must be made in writing and delivered to RSNA via certified registered delivery. No change will be considered without an official written request. **INCOMPLETE WORKSHOP APPLICATIONS WILL NOT BE ACCEPTED.**

II. Eligibility

The RSNA Radiology Informatics Committee (RIC) has developed the following guidelines for operating Hands-on Computer Workshops during the RSNA annual meeting:

- Educational workshops will be taught and equipped by vendors.
- All products and services demonstrated must be directly related to the teaching or practice of radiology and are subject to approval by the RIC in its discretion.
- Hands-on Computer Workshops must have a minimum of 10 workstations and not exceed 30 workstations.
- The vendor will rent the space and provide staffing and equipment but will be required to follow the 2009 Exhibitor Rules and Regulations established by RSNA.
- RSNA will monitor conformance with the established Rules and Regulations.
- Session content should include one or more of three major themes:
 - A. Radiology Information Systems
 - B. Introduction to PACS Workstation and Workflow Management
 - C. Enterprise-wide Information Integration

III. Representatives

The application signatory or his/her designee shall be the official representative of the vendor, and will certify representatives and act on behalf of the vendor in all negotiations. Notification of violations of rules and regulations, which may result in immediate or future penalties to the vendor, shall also be made in writing to the chief executive officer.

IV. Rental Rate

Workshop Space Rate: \$15.00 per square foot

V. Space Payment Schedule

Applications must be accompanied by a non-refundable deposit in U.S. funds drawn on a U.S. bank for 25% of the total workshop rental fee.

Checks should be payable to Radiological Society of North America, Inc. The RSNA tax identification number is 15-0539115.

Vendors may wire transfer payments to:

**JP Morgan Chase Bank, NA
10 S. Dearborn St.
Chicago, IL 60603 USA
ABA Transit Number: 071000013
Swift Code: CHASUS33
Account Number: 4184254**

All fees associated with wire transfers (approx. \$20.00) are the responsibility of the vendor.

Hands-on Computer Workshop space must be fully paid by August 14, 2009.

Applications for companies that have outstanding balances from any previous year due to RSNA, its contractors or suppliers will not be processed without full payment of delinquent and current accounts.

Applications from companies that have canceled after the deadline in any previous year require full payment at the time of application.

VI. Cancellation of Workshop

If space is canceled after June 30, 2009, a vendor shall remain liable to RSNA for the total rental fee for the space canceled.

Workshop space not claimed and occupied prior to 1:00 p.m. Saturday, November 28, 2009, for which no special arrangements have been made with RSNA, may be reassigned by RSNA without obligation on the part of RSNA to refund fees, and without obligation to assign the vendor to other workshop space.

VII. Subletting of Space

Vendors may not assign, sublet or apportion to others the whole or any part of the workshop space allocated, and may not demonstrate products or services other than those they directly market.

VIII. Insurance & Liability

The vendor shall be fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss or damage is incident to, arises out of, or is in any way connected with the vendor's participation in the exhibition (except as otherwise provided in the lease agreement between RSNA and McCormick Place). It is the vendor's sole responsibility to obtain, at its own expense, any and all licenses and permits to comply with all federal, state and local laws and City of Chicago ordinances for any activities conducted in association with or as part of the RSNA annual meeting. The vendor shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees. Vendors must maintain general public liability insurance against claims for personal injury, death or property damage incident to, arising out of or in any way connected with the vendor's participation in the

workshops, in an amount of not less than \$1 million for personal injury, death or property damage in any one occurrence. Such insurance must include coverage of the indemnification obligations of the vendor under the Rules and Regulations and must cover RSNA as an additional named insured. Each vendor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the vendor deems appropriate. Any policy providing such property insurance must contain an express waiver by the vendor's insurance company of any right of subrogation as to any claims against RSNA, its officers, directors, agents or employees.

All agents or representatives performing services at McCormick Place directly for a vendor, other than the vendor's employees, must provide RSNA with original certificates of insurance at the same time a request for an exception under Rule 7 of the RSNA Exhibitor Rules and Regulations is made. In the event any part of the exhibit hall is destroyed or damaged so as to prevent RSNA from permitting the company to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or the whole of the exhibition period is prevented by strikes, acts of God, national emergency or other cause beyond the control of RSNA, the vendor will be charged for space during the period it was or could have been occupied by vendor; and vendor hereby waives any claim against RSNA, its directors, officers, agents or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against RSNA being for a refund of rent paid for the period it was prevented from using the space.

IX. RSNA Workshop Rules & Regulations

The vendor understands and agrees that the RSNA 2009 Exhibitor Rules and Regulations, which are posted on the RSNA Web site, are an integral and binding part of this contract.