



Join us for the CHEST Annual Meeting 2025, Chicago, Illinois, October 19 to 22, 2025

Non-CME Credit Educational Program or Promotional Activity

Timeslots of up to Three Hours to Communicate Your Company's Message and Product Information to CHEST Attendees

Description

The American College of Chest Physicians (CHEST) is pleased to offer industry an opportunity to host a **non-CME credit educational program or promotional activity** during CHEST 2025. The available timeslots will be on Monday or Tuesday evening, from 6 pm to 9 pm and will not compete with the CHEST Annual Meeting curriculum. This is an opportunity to host an activity, such as a workshop, poster presentation, reception, or other format, to present non-CME credit education or promotional information to CHEST attendees. The non-CME credit educational programs will be held at the Marriott Marquis Chicago, 2121 S Prairie Ave, Chicago, IL 60616.

Definition of a non-CME credit educational program or promotional activity

A non-CME credit educational program and/or promotional activity may be an educational program, reception, dinner, or other event that would be of interest to the attendees. If the activity is an educational program, the strategy may involve didactic presentations with or without interactive technology, a workshop and demonstration of equipment, and/or case presentations with roundtable discussions by faculty and attendees. The specific program content and design of the program or other activity is left to the discretion of the sponsoring company.

CHEST will provide the following:

- Standard meeting room setup (tables – banquet rounds, chairs, riser, and podium)
- Standard 22" x 28" signage outside the room, indicating this is a non-CME credit program or promotional activity (**Any unauthorized signs or other promotional materials being displayed by companies will be removed by CHEST.**)
- Standard audio-visual (AV) setup, consisting of: (*These items are subject to change*)
- Audio system, including one (1) lectern microphone and one (1) wireless microphone
- Video system, including one (1) projector, seamless video switcher, slide advance remote with laser pointer, and one (1) or two (2) 16:9 projection screens and projectors appropriate for room size
(Any supplementary equipment and/or labor required must be coordinated through CHEST's exclusive provider, Freeman. Any additional equipment, overnight reset room fees, and/or tech support [including dedicated AV operators] needed during the event and/or rehearsal will be the responsibility of the sponsoring company.)
- One complimentary Exhibit Hall registration pass to the applicant or their designee
- Use of a complimentary mailing list of registered attendees for one-time use only (This list will include mailing addresses but not email addresses. The list can only be utilized for the purpose of marketing your approved symposium and cannot be retained or integrated into other databases or materials. Emailing options are available for an additional fee.)
- Specifics subject to change based on available space and other requirements

The sponsoring company will be responsible for the following:

- Development of the program and/or special activity
- Sponsor **must** provide the following **disclaimer on all CHEST Annual Meeting 2025 non-CME credit marketing materials**: "This is a non-CME credit event and does not qualify for CME, CE, or MOC credit. This event is not part of the official CHEST Annual Meeting 2025 conference sessions. This event is not an endorsement by CHEST and does not reflect the views or opinions of CHEST."
- Recruitment of participants, including production and distribution of invitations (CHEST does not guarantee attendance numbers for the symposia.)
- Meal
- Any special setups other than the tables and chairs included in the standard AV package described in these materials
- Ensuring that attendees are aware of any Sunshine Act reporting requirements for the event
- **Complying with CHEST rules for on-site program promotion at CHEST:**
 - A company may display ONLY two (2) meter board signs outside ONLY one entrance to the ballroom, regardless of how many door openings there are to the ballroom.
 - Signs may only be displayed once the room is released to the company on the day of the program (approximately 1 pm).
 - Companies may not place signs or any other promotional materials in any hotel areas, including lobbies or hallways. All unauthorized signs or materials will be removed and discarded by CHEST.
 - CHEST will provide a 22" x 28" sign designating the event as non-CME credit educational program and/or promotional activity.

- The registration area may not be larger than four (4) 8-foot tables and cannot extend more than 8 feet from entry. In areas smaller than 16-feet across, the registration tables may not take up more than half of the space.
- Company staff may not be positioned at elevators, escalators, or other public areas leading to the program. Staff is restricted to the registration area directly in front of the room.
- Other than allowances for registration, the entire program must take place inside the assigned room. This includes bars, buffets, and socializing areas.

Request for funding

Three-hour evening program..... \$75,000/program

(In order to reserve this special opportunity, CHEST requires payment within 30 days of invoicing. A 50% refund will be given for programs canceled by June 1, 2025. No refund will be issued after June 1, 2025.)

See attached application and Terms and Conditions for conducting a non-CME credit educational program or promotional activity at CHEST events.

For more information about exciting funding opportunities, please contact Josh Coe at:

American College of Chest Physicians (CHEST)

• 2595 Patriot Boulevard • Glenview, Illinois 60026

Office +1 (224) 521-9582 • Fax +1 (224) 521-9801 • email jcoe@chestnet.org

Application to Conduct a Non-CME Credit Activity



IMPORTANT DUE DATES:

- **Payment** is due within 30 days of application submission and no later than June 1, 2025. If payment is not received within that time, CHEST may release the Activity and sell it to another party.
- **Non-CME Symposia** are nonrefundable beginning June 1, 2025.
- **Aug 1** - Final program title, description, and speaker names due.

A. Date/Time of Non-CME Educational Program/Promotional Activity		
Location	CHEST Annual Meeting 2025 Chicago, Illinois	
Date / Time	<input type="checkbox"/> Monday October 20, 2025 6:00 PM - 9:00 PM <input type="checkbox"/> Tuesday October 21, 2025 6:00 PM - 9:00 PM	
B. Contact Information		
Company Name (as it should appear in marketing materials)		
Brand Name and Disease State		
Address		
Primary Contact		
Phone Number		
Fax Number		
Email		
C. Description of Non-CME Educational Program or Promotional Activity		
1. Type of Activity (Check all that apply)	<input type="checkbox"/> Non-CME Educational Program OR <input type="checkbox"/> Promotional Activity <input type="checkbox"/> Product Demonstration <input type="checkbox"/> Reception <input type="checkbox"/> Poster Presentation <input type="checkbox"/> Other (Please Specify) _____	
2. Description of Activity	Please complete title and description questionnaire. This information will be used for the CHEST program to promote your event. <i>(Link to come)</i>	
3. Number of Attendees		
D. Marketing		
1. Marketing Plan	Participation in the CHEST Daily News, announcing the program. <i>This is a separate fee to be contracted with TriStar Publishing, CHEST's exclusive vendor.</i>	
2. Additional Strategy (Please Specify)		
E. Fees		
1. Non-CME Fee	A \$75,000 fee is due 30 days after invoicing.	
2. Cancellation & Refund	A 50% refund will be given for programs canceled by June 1, 2025. No refund will be issued after June 1, 2025.	

(Application to Conduct a Non-CME Credit Educational Program or Promotional Activity, continued)

By submitting this application for a Non-CME Credit Educational Program or Promotional Activity, the Company agrees to be bound by the attached Terms and Conditions.

Company Name (as it should appear in sponsorship recognition materials)

Print Contact Name

Contact Signature

Date

To reserve your space, please complete and return this form to the attention of:

**Josh Coe
American College of Chest Physicians
2595 Patriot Boulevard
Glenview, Illinois 60026
Phone: +1 (224) 521-9582
Fax: +1 (224) 521-9801
Email: jcoe@chestnet.org**



Terms and Conditions
Non-CME Credit Educational Program or Promotional Activity
CHEST 2025

By submitting the attached application for a Non-CME Credit Educational Program or Promotional Activity ("**Activity**"), the Company agrees to be bound by the following Terms and Conditions.

- 1. Acceptance.** All applications are subject to review and approval by CHEST. CHEST reserves the right to reject any application for any or no reason. Applications are not approved until and unless confirmed in writing by CHEST.
- 2. First Come, First Served.** Activities subject to these Terms and Conditions are assigned on a first come, first served basis. In addition, multiple Activities may be occurring at the same time. CHEST cannot guarantee that the Company's Activity will not be on the same date or at the same time as another Activity on the same or similar topic. It is the Company's responsibility to inquire what other Activities are scheduled and to schedule accordingly. CHEST will accommodate requests to move the Company's Activity to the extent an opening exists, but inability to do so will not constitute grounds for cancellation.
- 3. Use of Space.** The Company will have access to the designed space to conduct the Activity described in the application. CHEST will provide the space, setup, and limited support set forth in the above application and guidelines. Anything not listed in the application is the responsibility of the Company. The Company shall use the space only for the Activity identified in the application. Materials changes to the nature of the Activity must be approved by CHEST in advance.
- 4. Fees.** The Company shall pay CHEST the fees corresponding to the Activity within 30 days of submission. Starting June 1, full payment is due with submission. Slots are on a first come, first served basis, and no slot is reserved until an application has been approved and payment is received.
- 5. Content.** The Company is solely responsible for the topic and content of the Activity. The Company warrants and represents that it will comply with all applicable laws in the marketing and conducting of the Activity, including, without limitation, those relating to marketing of products, medical information, and intellectual property. The Company further warrants and represents that it has the legal right to use and reproduce any content used as part of the Activity and that no such content violates the intellectual, property, or proprietary rights of any other person or entity.
- 6. Prohibited Content.** CHEST does not accept activities that display, promote, or sell cosmetics or beauty products; nerve stimulation and/or antiaging equipment or devices (including infrared, light emitting diode, transcutaneous electrical nerve stimulation, and/or emergency medical services units); drugs, devices, or therapies that have not been approved by the FDA; as well as any other products or services contrary to the mission of CHEST. CHEST reserves the right to reject any application or to require modification of the Activity after approval in its sole discretion and to cancel the Activity at any time up to and including the date of the Activity and provide a refund.
- 7. Disclaimers.** The Company shall not state or imply that the Activity, its content, or any statements or claims made during the Activity represent the views of, or are endorsed by, CHEST. The Company shall include the disclaimers in all written materials as set forth in the application.
- 8. Attendees.** The Company shall limit attendance at its Activity to registered attendees of CHEST 2024. Any exception must be approved in writing in advance by CHEST.
- 9. Health and Safety.** The Company shall comply with all health and safety requirements, guidelines, and directives of CHEST or the facility. CHEST reserves the right to add additional requirements at any time by written notice.
- 10. Cancellation.**

By Supporting Company.

Prior to June 1, 2025:	50% refund.
After June 1, 2025:	No refunds.

By CHEST. In the event CHEST cancels the in-person portion of the CHEST Annual Meeting 2025, the Supporting Company will have the following options, which represent its exclusive rights regarding such cancellation: to apply the fee toward any online portion of CHEST 2025, to apply the fee as a deposit for a 2026 symposia, or to receive a refund. Refunds will be payable within 90 days of written election by the Supporting Company.

- 11. Substitutions.** CHEST may make reasonable substitutions to the space of the Activity. CHEST will consult the Company in advance before making any such substitution to the extent practical.

- 12. Responsibility.** The Company is solely responsible for all acts and omissions of the Company, including its employees, agents, contractors, and representatives, in conjunction with the Activity as well as all acts, omissions, and damages caused by attendees of the Activity, and shall defend and indemnify CHEST, its affiliates, and their respective officers, directors, employees, contractors, and agents from and against the same.
- 13. Insurance.** The Company shall maintain in effect for the duration of the marketing and conducting of the Activity comprehensive general liability insurance coverage with a minimum limit of \$1,000,000 per occurrence. The Company shall provide CHEST with written evidence of such insurance coverage upon request.
- 14. Indemnification.** Applicant shall defend and indemnify CHEST and their respective officers, directors, employees, and agents from and against all claims, demands, damages, judgments, losses, fines, liabilities, and expenses (including legal fees) arising out of or related to the acts or omissions of Applicant, all marketing, communications, content, and discussions for the Activity, and all acts and damage occurring during the Activity, whether caused by Applicant personnel or attendees.
- 15. EXCLUSION OF CERTAIN DAMAGES.** Neither CHEST nor Applicant, including their respective officers, directors, employees, or agents, are liable to the other party for any consequential, indirect, special, punitive, or incidental damages arising out of or related to the Activity.
- 16. Entire Agreement; Amendment.** These Terms and Conditions constitute the entire understanding of the parties with respect to the Activity. Any other agreement between the parties purporting to apply to the Activity will be in addition and will not supersede, nullify, or have primary effect over these Terms and Conditions, regardless of whether such agreement claims such effect or was executed before or after the application. In the event of a conflict between these Terms and Conditions and such other agreement, these Terms and Conditions will be primary. No amendment to these Terms and Conditions will be effective unless it is in writing and signed by the parties.
- 17. Assignment; Governing Law.** Neither party may assign its rights or obligations under these Terms and Conditions without the other party's advance written consent. Illinois law governs these Terms and Conditions and all disputes or issues arising out of or related to the Activity.