

# Call For Technical Workshops

The American Academy of Orthotists and Prosthetists invites you to participate in the  
**Academy Annual Meeting and Scientific Symposium**

Disney's Coronado Springs Resort

Orlando, FL

March 16-19, 2005

## Workshop Contact Information

Please type, print, or adhere your business card.

Company Name

Street

City State/Province Country Postal Code

Telephone Fax E-Mail

## Final Program Listing

*This information will be printed in our final program.*

Company

Street

City State/Province

Country Postal Code

Telephone Fax E-Mail

## Technical Workshop Abstract Information

**Category which best fits your topic** (select one:)

- Orthotics, spinal       Patient Management       Orthotics, Lower Extremity  
 Sports Medicine       Orthotics, Upper Extremity       New Breakthroughs  
 Prosthetics, Lower Extremity       Prosthetics, Upper Extremity       Other, Please specify \_\_\_\_\_

**Abstract** (Max. 100 words) is to be typed in the space below.

**Deadline:** October 1, 2004

*Title and discription will be printed in our final program and posted on our website*

**Title of Workshop** \_\_\_\_\_

**Abstract (3-5 sentence description):**

Yes, I would like to sponsor a technical workshop (\$1000). \_\_\_\_\_ Technical Workshops @ \$1000 = \_\_\_\_\_

Please Charge \$ \_\_\_\_\_ to my  VISA       MasterCard       AmEx

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check in the amount of \$ \_\_\_\_\_ enclosed (Make checks payable to: AAOP)

**Mail** Attention: Cindy DeClark, The American Academy of Orthotists & Prosthetists, 526 King St., Suite 201, Alexandria, VA 22314

**Fax** Attention: Cindy DeClark (703) 644-5439

**Phone** (703) 644-5593 (off-site office)

## Guidelines and Conditions

Deadline: October 1, 2004

### Technical Workshops

1. The sponsor will be charged a fee of **\$1000.00** per workshop. This fee will cover the cost of the room, theatre seating and help defray the cost of beverage breaks for attendees. Any audiovisual or other needs must be arranged for and paid for by the workshop sponsor. If such arrangements are necessary, you will be advised of the “official” audiovisual contact.
2. Selection of workshops will be based upon content of program and balance between prosthetic and orthotic topics. Selection of workshops is on a first come/first served basis.
3. Sponsoring company must be exhibiting to host workshop.
4. Direct sales presentations are prohibited and orders may not be taken during the workshop.
5. The Academy cannot be held liable for any costs incurred by the sponsoring company for “no-show” attendees.
6. There will be **no refund** issued if a sponsoring company cancels once their workshop has been accepted.
7. Deadline for receipt of form is October 1, 2004 (for inclusion in preliminary program).
8. There is no deadline for attendee registration and on-site registration for these workshops is accepted.
9. There will be two tiers of eight workshops each. The tentative workshop schedule is:
  - a. **Tier I:** 8:30 am-12:30 pm Wednesday, March 16 with one refreshment break for all workshops from 10:15-10:45 am.
  - b. **Tier II:** 1:30-5:30 pm. Wednesday, March 16 with one refreshment break for all workshops from 2:45-3:15 pm  
Note: *The Academy has no objection if a company desires to split its assigned period into two shorter workshops.*
10. Use of equipment in a workshop: It shall be the responsibility of the workshop host company to ensure that the company is in compliance with existing fire and safety regulations. It is advised that each company hosting a workshop contact the Convention Services Manager at Disney’s Coronado Springs Resort, (407) 939-3904 for the purpose of ascertaining applicable regulations and the existence of any restrictions (ie. ovens) and to order additional food and beverage for their workshop.

*Use form on reverse side of this page for submitting your abstract.*