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Symposium Contacts

Exhibit Sales and Advertising/Support
Maria Russo, office@voicefoundation.org
Phone: (215) 735-7999
Fax: (215) 762-5572
voicefoundation.org

To have a clear vocal identity as a unique person and at the same time to share a clear group identity through one’s vocal expression!

May 31 - June 4, 2017~ The Westin Hotel, Philadelphia, PA
“You don’t need to be an actor, singer, or broadcaster to be a professional voice user. Teachers, physicians, salespeople, and many others depend on their voices to earn a living. Warning signs of a potentially serious disease – a raspy voice, a persistent, dull pain in the throat, difficulty in swallowing, or a tired voice – are ignored too often.

According to The National Institutes of Health’s National Institute on Deafness and Other Communication Disorders reports that approximately 7.5 million Americans have trouble using their voices. Despite widespread voice problems, too little is known about the vocal disorders which cut short careers, impair the speech process, devastate and even threaten people’s lives.

The Voice Foundation is the world’s leading organization dedicated to solving voice problems. The Foundation seeks to protect and enhance the gift of vocal communication through:

- Research to advance the diagnosis and treatment of vocal problems, including improved non-surgical and surgical techniques;
- Sponsoring national and international symposia and seminars;
- Publishing and distributing professional and scientific publications and video teaching materials;
- Awarding research grants and fellowship;
- Disseminating information through the media to raise awareness of voice care.

When The Voice Foundation was founded in 1969 by the internationally celebrated voice specialist Wilbur James Gould, M.D., interdisciplinary care of the human voice was nonexistent. Dr. Gould’s groundbreaking foresight brought together physicians, scientists, speech-language pathologists, performers, and teachers to share their knowledge and expertise in the care of the professional voice user. Since 1989, The Voice Foundation has been led by Robert Thayer Sataloff, M.D., D.M.A., F.A.C.S., an internationally renowned otolaryngologist who is also a professional singer and conductor, and author of more than 1000 publications including 46 textbooks.

About The Voice Foundation

The world’s leading organization dedicated to solving voice problems

“The human voice is our chief means of communication, a fundamental tool for working and living, and a rich source of artistic pleasure.” - Walter Cronkite

Care of the Professional Voice

attracts hundreds of medical and scientific experts, speech language pathologists, performing artists, and teachers from over 35 states and 30 countries.

Papers presented at this Symposium educate the public and the scientific community on the latest advances in voice science and care.

Attending are:

- Members of The Voice Foundation
- Primary Employers
- Academic Institutions
  - Hospitals
  - Private Practice

Professions:

- Physicians
- Nurses
- Scientists
- Educators
- Speech-Language Pathologists
- Voice Teachers
- Singers
Care of the Professional Voice, the 46th annual symposium hosted by The Voice Foundation, features advanced programming presented by leading professionals in the voice care field from **thirty-five states** and **thirty countries**. Voice professionals from all over the world come to gather the latest information, network with colleagues, see product demonstrations, learn cutting-edge techniques and earn continuing education credits.

More than **400 voice care professionals** attend, including a strong faculty attendance from hospitals and universities worldwide.

During breakfast and coffee breaks, the attendees evaluate purchases for their practices, hospitals and facilities. With your newest publications on display, they are made aware of the tools available for learning and teaching.

The Voice Foundation welcomes all exhibitors to attend the scientific sessions. Remember to take advantage of **special sponsorship and advertisement opportunities** designed to fit every budget. Expand your presence throughout.

Jointly provided by The Voice Foundation in collaboration with Drexel University College of Medicine, Temple University, The American Institute for Voice and Ear Research, and the Academy of Vocal Arts.

CME and CEU Credit will be available for the appropriate sessions.
Exhibitor Information

Symposium Dates and Location

Symposium:
Wednesday, May 31—Sunday, June 4, 2017
Location: Philadelphia Westin Hotel
99 S. 17th St.
Philadelphia, PA 19103 USA
Exhibit Hall: Westin Ballroom, Salon III, Main Floor

Exhibit Space
- Table and available electrical outlet
- Unlimited exhibitor Symposium attendance (no CME credits without paid registration)
- Unlimited exhibitor staff badges
- Acknowledgment on TVF website
- Company profile in the Attendee Folders
- A Final Program Book
- Advertising discounts in Journal of Voice
- Grant opportunities

Exhibitor Schedule

Move-In—Exhibit—Move Out

Wednesday, May 31, 2017
Move-in 1:30pm
Show Hours 2:00pm - 5:30pm

Thursday, June 1, 2017
Move-in 6:00am- 7:00am
Show Hours 8:00am - 6:30pm

Friday, June 2, 2017
Move-in 6:00am - 7:00am
Show Hours 8:00am - 1:00pm
Exhibit room locked 1:00pm

*Exhibiting will conclude at 1:00pm on Friday, June 3rd, as we will be preparing the Ballroom for the Gala. **There is no need to break down: the doors will be locked.**

Saturday, June 3, 2017
Move-in 6:00am - 7:00am
Show Hours 8:00am - 5:00pm

Sunday, June 4, 2017
Move-in 6:00am - 7:00am
Show Hours 8:00am - 3:00pm
Move-Out 3:00pm - 4:00pm

Some attendees choose to spend part of the break in the Exhibit Hall.

Mealtimes are as follows:

Lunch
- Thursday 12:00-1:30pm
- Friday 12:00pm
- Saturday 12:00-12:50pm
- Sunday 12:00pm

Dinner
- Wednesday 5:00pm
- Thursday 6:15pm
- Saturday 5:00pm-6:15pm

Exhibit Hall Highlights
(May be changed —UPDATE on May 14th)

Wednesday, May 31, 2017
Break 4:00-4:30pm

Thursday, June 1, 2017
- Morning Breakfast 7:15 am
- Break I 10:00-10:30pm
- Break II/Posters 4:00-5:00pm

Friday, June 2, 2017
- Morning Breakfast 7:15 am
- Break I 9:20-9:20 am

Saturday, June 3
- Morning Breakfast 7:30AM
- Break I 9:50-10:10am
- Break II 2:30-3:00pm

Sunday, June 4, 2017
- Morning Breakfast 7:30AM
- Break I 10:30-11:00am
- Break II Prefunction 3:00pm
One 6’ Exhibit Table per week - Fee: $1,250.00
Includes:
• 6 ft. skirted table
• Two chairs
• Exhibitor personnel badges
• Power supply as requested at no charge
• Daily maintenance by Hotel Staff
• Listing in the Program and in Attendee Folders
• Morning Coffee in the Exhibit Hall Daily

One 6’ Exhibit Table per day - Fee: $400.00.
Includes:
• 6 ft. skirted table
• Two chairs
• Exhibitor personnel badges
• Power supply as requested at no charge
• Daily maintenance by Hotel Staff
• Listing in the Program and in Attendee Folders
• Morning Coffee in the Exhibit Hall Daily

Literature Display per week - Fee: $500
Space is made available for exhibitor literature at an unmanned table for the duration of the Symposium. Literature must be received by The Voice Foundation office no later than May 1, 2017 and materials will not be returned after the meeting.

Payment
Payment in full is due with the submission of the Corporate Support Form. The Voice Foundation will accept Visa, Master Card, Discover and company checks. (Sorry, no American Express.)

Exhibitor Assignments
Space will be assigned to Exhibitors on a first-come, first-served basis. We will also take into consideration number of tables requested and consequent space necessary in assigning Exhibitor placement.
Please notify Maria Russo, Executive Director, of any specific space requirements.

Cancellation Policy
Exhibitors will be refunded in full if written notification of cancellation is received by April 1, 2017 (60 days prior). Exhibitors will receive a 50% refund if cancellation/reduction is made in writing by May 1, 2017 (30 days prior). No refunds will be given for Exhibitors who cancel after May 1, 2017.

Hotel Accommodations
The Westin Hotel
99 S. 17th St.
Philadelphia, PA 19103
Phone: (215) 563-1600

We are pleased to announce that our 46th Annual Symposium will again be held at The Westin Philadelphia Hotel. The Westin rivals both the Four Seasons and the Ritz Carlton in grandeur.
The Voice Foundation has secured a block of rooms in the Philadelphia Westin. Discounted room rates will be announced shortly. Please check back after the new year for the Voice Foundation’s dedicated Westin Hotel webpage.

Located in the heart of the city known as America’s birthplace, The Westin Philadelphia combines traditional elegance with modern luxury. It is directly connected to Liberty Place, an upscale shopping center, and the Pennsylvania Convention Center is just a few blocks away. Famous nearby landmarks: Liberty Bell, Independence Hall, the Betsy Ross House, and the Philadelphia Museum of Art.

Shipping Instructions
If you have any materials you would like shipped to the hotel prior to your arrival, please ship them to:
The Westin Hotel
c/o Anita Martucci
The Voice Foundation’s Symposium (5/26 – 5/31)
99 South 17th Street
Philadelphia, PA 19103 USA
Shipped materials will be found under your assigned table as of Wednesday, June 1.

Symposium Contacts
Sales/registration:
Maria Russo—office@voicefoundation.org
Katie Erikson—symposium@voicefoundation.org
Phone: (215) 735-7999
Fax: (215) 762-5572
Website: www.voicefoundation.org
Advertising

Official Symposium Program

Deadline: February 15, 2017

<table>
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<tr>
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<td>Inside Back Cover</td>
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<td>Half page B/W</td>
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Voices of Summer Gala Program

Deadline: April 25, 2017

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<tr>
<td>Inside Back Cover</td>
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<tr>
<td>Back Cover</td>
<td>$4,500</td>
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<td>Full page B/W</td>
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<td>Half page B/W</td>
<td>$1,000</td>
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<tr>
<td>Quarter page B/W</td>
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Literature in Attendee Folder

Exhibitor Fee (w/table): $500
Non-Exhibitor Fee (w/out table): $750
Promotional materials can be included in the packets distributed to all attendees at registration. Literature must be received by The Voice Foundation office no later than May 1, 2017 and excess materials will not be returned after the meeting. Print size 8 ½ x 11 ½ Bleeds: Allow 1/8" on all sides.

Publication size: 5 ½ x 8 ½
All advertising materials should be supplied as electronic files with color print. We accept high-resolution PDF files. All files should be collected to disk with fonts (Adobe) and supporting files (all formats: TIF, JPEG).
## Sponsorship Opportunities

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<th>Sponsorship Type</th>
<th>Fee: $10,000</th>
<th>Fee: $2,000</th>
<th>Fee: $5,000</th>
<th>Fee: $1,000</th>
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| Presentation Sponsor                     | • Dedicated signage & listing in all promotional materials  
• Program book acknowledgment  
• Meet & Greet with Award Honorees      | Registration Table  | • Exclusive signage in Registration Area  
• Acknowledgment in Symposium Program & Website |
| Coffee Break Sponsor                     | Fee: $1,500   | Multimedia   | Fee: $2,000  | Workshop Sponsor  | Fee: $1,000  |
| 10 Coffee Break Sponsorships Available   | • Acknowledgment in Symposium Program & Website  
• Signage during coffee break          | Van Lawrence Award Sponsor  | The Fellowship is intended to provide opportunities for the Fellow to become more thoroughly acquainted with practices, techniques, technology and people involved in laryngology and voice science.  
• Acknowledgment in Symposium Program & Website  
• Exclusive Signage at site |
| Poster Award Sponsor / Session Sponsor   | Fee: $1,000 - $10,000  | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| • Sponsor Awards given to the Best Poster in each category:  
Basic Science, Medical, Speech Language Pathology, Voice Pathology  
• Acknowledgment in Symposium Program & Website      | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| Master Class Sponsor                     | Fee: $5,000   | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| • Meet and Greet Master Class Presenter  
• Exclusive Signage at site  
• Acknowledgment in Symposium Program & Website      | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| Keynote Speaker Sponsor                  | Fee: $5,000   | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| • Acknowledgment in Symposium Program & Website  
• Meet and Greet Keynote Speaker          | Workshop Sponsor  | • Contribute to the advancement of voice care and training by sponsoring Vocal Workshops.  
• Acknowledgment in Symposium Program & Website |
| Official Airline, Transportation        | Fee: $500     | Workshop Sponsor  | • Acknowledgment in Symposium Program & Website  
• Exclusive Signage at Mentoring Site  
• Acknowledgment in Symposium Program & Website |
| • Travel expenses for Gala Honorees, Lecturers, Attendees  
• Official Merchant Status  
• Acknowledgment in Symposium Program & Website      | Workshop Sponsor  | • Acknowledgment in Symposium Program & Website  
• Exclusive Signage at Mentoring Site  
• Acknowledgment in Symposium Program & Website |
Gala Sponsor  
Friday, June 2, 2017

Gold Benefactor at $5,000 includes:

• Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Gold Level

Silver Supporter at $3,500 includes:

• Acknowledgment in the Voice Foundation’s marketing materials and website at a Corporate Sponsorship/Underwriters Silver Level

Award Recipient Sponsor at $1,500 includes:

• Acknowledgment in the Voice Foundation’s marketing materials
Choose the Awardee you would like to sponsor

Various Other Sponsorships $500
Grand Piano, Flowers and Decorations, Crystal Awards, Entertainment

• Acknowledgment in the Voice Foundation’s marketing materials

Voices of Summer Gala, June 2nd!


2014 *Bootsy Collins, *Roberta Flack, Dr. Robert Sataloff, *Denyce Graves

2016 Drs Jack Jiang, Shigeru Hirano, Norm Hogikyan, Ken Altman, Mike Johns, Jon Bock, Mike Benninger
Planning Calendar
May 31 - June 4, 2017 - The Westin Hotel, Philadelphia, PA

Marketing Deadlines
Deadline for Symposium print advertising  
Deadline for Coffee Break Sponsorship  
Cocktail Party and Registration Table  
Cancellation/reductions with a full refund  
Deadline for Voices of Summer Gala print advertising  
Folder Inserts due at TVF

Forms Deadlines
Contracts, logos and payment are due  
Space assignment begins  
Space cancellation deadline  
Exhibitor final information confirmation  
Hotel accommodation special rates expire

Symposium Schedule
Exhibitor move-in begins  
Symposium begins and Exhibit Hall opens  
Exhibit Hall locked for Gala preparation  
Move-out begins  
Meeting Adjourned

January 15, 2017
February 15, 2017
March 15, 2017
April 1, 2017
April 15, 2017
April 25, 2017
May 1, 2017
May 31, 2017
June 2, 2017
June 4, 2017
THE VOICE FOUNDATION
Exhibit Reservation Form

Company Name:
Street Address:
City, State, ZIP:
Country: USA

Contact Person Name, Title and Address:

Website:

**Exhibitor Only**

- [ ] One 6’ Exhibit Table @ $1,250 per week
- [ ] One 6’ Exhibit Table @ $400 per day
  - [ ] Wednesday 5/31/17
  - [ ] Thursday 6/1/17
  - [ ] Friday 6/2/17 (half day)
  - [ ] Saturday 6/3/17
  - [ ] Sunday 6/4/17

**Electrical requirements for Exhibitors:**

- [ ] We do **not** require electricity
- [ ] We require a standard electrical outlet

Please list the names of representatives attending for name badges:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

- [ ] **Literature Display** @ $500/week (literature must be received in The Voice Foundation office no later than May 13, 2017)

**Literature in Registration Packets** (literature must be received in The Voice Foundation office no later than May 13, 2017)

- [ ] Exhibitor (w/table) $500 per week
- [ ] Non-Exhibitor (w/out table) $750 per week
**Advertising Support: Circle your choice**

- Advertising in **Symposium Program Book**
  - Inside Back Cover: $1,500
  - Full page B/W: $1,000
  - Half page B/W: $500
  - Quarter page B/W: $250

- Advertising in **Gala Program Book**
  - Inside Front Cover: $5,000
  - Center Spread: $3,500
  - Inside Back Cover: $3,000
  - Back Cover: $4,500
  - Full page B/W: $2,000
  - Half page B/W: $1,000

**Support**

*See pages 8 & 9 for details*

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**PAYMENT:** Please send completed form and payment in US$ by March 15, 2017.

- Check or money order made payable to **The Voice Foundation**
- VISA / MASTERCARD

Print name as it appears on credit card:

______________________________________________________________

Street Address of credit card:

________________________________________________________________________

Zip Code: ______________________

Credit Card Number:

__________________________________________________________________________________

Expiration: _____________________  CVV 3-digit security code:__________________

Authorized Signature:______________________________________________________________________________________
RENTAL VEHICLE INFORMATION

Store Receiving Delivery: The Westin Philadelphia

Name of Function: The Voice Foundation Symposium
Date of Delivery: 
Time of Delivery: 
Vehicle Rental Company: 

Vehicle Description:
Model: 
Year: 
Color: 
License plate & State: 

Driver’s Name: 
Passenger’s Name: 

PLEASE FAX THIS FORM TO BOTH NUMBERS:
Westin Fax #: (215) 567-2845
Liberty Dock Master Fax #: (215) 851-9728

Directions: The Loading Dock entrance is on 16th Street between Chestnut and Market Streets. From Chestnut Street, turn left onto 16th Street. The Loading Dock is on the left side of the street, just after the entrance to the public parking lot. There is a sharply descending unmarked driveway immediately upon making the left into the Dock entrance.