

Date

Name

Title

Organization

Address

City, State, Zip

Dear:

On behalf of the **Federal Interagency on Traumatic Brain Injury**, I am delighted to formally confirm and thank you for (name of Sponsor) committed support to the 4th Federal Interagency on Traumatic Brain Injury Conference. We are very pleased to have you partner with us and are grateful for your continued expression of confidence and support.

Specifically, (Name of Sponsor) (herein after referred to as “Sponsor”) has agreed to underwrite the following item:

Item

Price

At the 4th Federal Interagency on Traumatic Brain Injury Conference (11 – 15 June 2018) in Washington D.C.

- Logo in onsite conference program AND the program is posted online before the conference and lives online for at least one year post event.
- Logo and hyperlink on www.InteragencyConferenceTBI.org website.
- Logo included in signage onsite.
- Weekly acknowledgment in Federal Interagency on Traumatic Brain Injury eNews & MORE!

The Federal Interagency on Traumatic Brain Injury is a professional organization of health care professionals. The Federal Interagency on Traumatic Brain Injury enhances the lives of people living with disabilities through an interdisciplinary approach to rehabilitation. As leaders in the physical medicine and rehabilitation field, the Federal Interagency on Traumatic Brain Injury promotes innovative research, new technologies, and sharing information; encouraging evidence-based practices in clinical settings. The Federal Interagency on Traumatic Brain Injury recognizes the significant contributions made towards these goals by industry through its financial support of educational activities, and has established the following terms and conditions for commercial support:

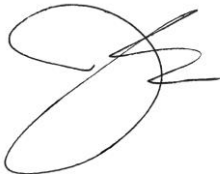
1. The Federal Interagency on Traumatic Brain Injury’s educational programs are intended to provide an objective, professional presentation of the subject. The Federal Interagency on Traumatic Brain Injury is responsible for program content, quality and scientific integrity. Further, the design and production of the program shall be the ultimate responsibility of the Federal Interagency on Traumatic Brain Injury. Sponsor may not control the planning, content or execution of the program.
2. The Federal Interagency on Traumatic Brain Injury shall have complete control over all continuing education (CEU) programs, including but not limited to subject matter, selection of faculty, speakers, slides, reference or other materials, invitees or other educational matters, including content. Further, these matters shall not be a condition of or subject to the provision of support by Sponsor and they shall be free of any bias for or against any product.
3. Corporate support is in the form of an educational grant. No other funds shall be paid to any faculty or staff of the Federal Interagency on Traumatic Brain Injury or to others involved with the meeting.

4. Exhibit space is not included. If Sponsor separately purchases an Exhibit space, the Exhibit space placement shall not be a consideration in corporate support. Arrangements for exhibits shall not influence the planning nor interfere with the presentation of CEU or scientific programs. Representatives of Sponsor may attend the meeting, but may not engage in sales activities while in the room where CEU or scientific programs are taking place.
5. No commercial or promotional materials or acknowledgement shall be displayed or distributed in the same room immediately before, during or immediately after any CEU activities or scientific programs.
6. Only the Federal Interagency on Traumatic Brain Injury may authorize Sponsor to disseminate information about the program, and the Federal Interagency on Traumatic Brain Injury retains complete control over the content of such information. Sponsor shall provide to the Association the copy of any proposed communication and obtain advance approval from the Federal Interagency on Traumatic Brain Injury prior to dissemination. Any such communication must identify the Federal Interagency on Traumatic Brain Injury as the producer of the program.
7. Sponsor acknowledges that their contribution is unconditional.
8. This letter constitutes the entire agreement between the Federal Interagency on Traumatic Brain Injury and Sponsor with respect to the grant, and may be amended only by a written agreement signed by both parties.

If this letter accurately reflects Sponsor commitment to the **Federal Interagency on Traumatic Brain Injury**, as well as your understanding of the recognition that we will provide, please sign and return the original copy of this letter for our files.

In the meantime, I want to personally thank you again for this expression of confidence. We enthusiastically look forward to working with Sponsor in 2017 and for many years to come!

Sincerely,



Jon Lindberg
ACRM, Chief Executive Officer

Accepted By:

for Organization

Date

Please sign and email back to KSell@ACRM.org
Questions: Call Jenny at +1.703.574.5845
CC: Jenny Richard