Frequently Asked Questions

1. Does signage for my symposia session or theater presentation need to be approved?

No, as long as the ONS Disclaimer is placed somewhere on all of your signs, ONS does not need to preview your signage or give approval.

2. Where can I place signage promoting my symposia session or theater presentation?

ONE promotional sign can be placed immediately outside the door/within the registration area outside your symposia/theater presentation room only. This sign may be used to highlight your session and topic.

The ONLY exception for additional signs are registration line directionals (i.e. pre-registered, walk-ins, VIP, etc.). ONS does not allow symposia/theater presentation signage in hotel lobbies or anywhere within the exhibit hall or Convention Center. Signs placed outside of sanctioned areas will be removed. Please refer to the included floor plans for signage placement.

3. How many signs can I use to promote my symposia or theater presentation?

Each symposia session/theater presentation is allowed ONE SIGN to be placed immediately outside the door/within the registration area outside your symposia/theater presentation room only. Please refer to the included floor plans for signage placement. Any additional promotional signs will be removed.

If you would like to purchase additional signage to promote your symposia/theater presentation, please contact jshupe@smithbucklin.com for a list of promotion opportunities.

4. Can I use my own AV company separate from Shepard AV?

All symposia and theater presentation sponsors must use Shepard AV for all of their AV needs.

5. Can we add/remove seating to our symposia or theater presentation room?

Room sets for symposia and theater presentations may not be changed. Additional seating may not be brought in or added, and seats may not be removed.

6. Can I edit my submission form to include a registration link for my symposia or theater presentation this year?
Yes, all submission forms will now include an option for you to include the direct link to your company’s registration form or website. This way you will be able to keep track of your own registration list and not have to rely on ONS’ online scheduler tool in order to get an accurate headcount.