

2018 IRB ADMINISTRATOR BOOT CAMP

ABOUT OUR SHORT COURSES/BOOT CAMPS

PRIM&R hosts short courses and boot camps around the United States to make its educational programming accessible throughout the year. In addition to easing the financial burden of long-distance travel, these gatherings enable attendees to meet with other professionals in their geographic area; make experts, ideas, information, and networking readily available; and allow attendees' concerns to be addressed in a smaller-scale, collaborative environment. The small size of these events creates a perfect environment for networking, with attendees often saying they make some of their best connections and contacts while in attendance.

ABOUT IRB ADMINSTRATOR BOOT CAMP

PRIM&R will host **IRB Administrator Boot Camp** on **October 17-19, 2018**, at the [Hilton Chicago](#). This program is designed to strengthen participants' skills and provide them with strategies for successfully carrying out responsibilities related to IRB oversight—all in a small-group setting that allows time for questions to be addressed and for meaningful peer-to-peer collaboration.

IRB Administrator Boot Camp will feature an introductory-level course, **IRB Administrator 101**, ideal for new administrators, those in need of a refresher, or anyone interested in learning more about IRB operations, and an intermediate-level course, **IRB Administrator 201**, which will delve deeper into the knowledge, skills, and strategies needed to address issues that arise in IRB oversight and is ideal for those with three to five years prior experience.

PRIM&R expects 120 attendees to join us for one or both of these courses. Attendees include mid- to upper-level IRB administrators with a range of experience and oversight, IRB chairs with administrative responsibilities, and anyone interested in learning more about advanced IRB operations.

Both courses are eligible for continuing education credit. IRB Administrator 201 participants holding the Certified IRB Professional (CIP®) credential may apply the credits from this program toward CIP® recertification.

SUPPORTER PACKAGE

PRIM&R is seeking one supporter for the 2018 IRB Administrator Boot Camp. The sole supporter will have exclusive access to attendees throughout this three-day meeting, and the supporter's table/space will be positioned next to PRIM&R's registration area located outside the course room.

Exclusive Support: \$5,000

A 5% discount is available for organizations looking to support webinars or PRIM&R face-to-face meetings.

Support of this meeting includes:

- On-site exhibit space in the registration area that includes a six-foot table, two chairs, and a wastebasket.
- Vendor's logo included on event website as the exclusive Supporter of the meeting.
- After sign-on, recognition of vendor's support in pre-event advertising dedicated to the meeting (including *PRIM&R Member Newsletter* listings about the event).
- A highlight email about the vendor's company sent to attendees before and after the meeting.
- A copy of the attendee list pre- and post-meeting (postal addresses only) for a one-time mailing before or after the event.
- Promotion through PRIM&R's social media outlets (supporting company to supply an ad image for use on social media platforms).
- Table tents onsite at the tables (PRIM&R will produce with input from the vendor).
- Vendor company logo featured on announcement slides shown at the beginning of each day.
- Two complimentary registrations to both courses for staff.

SUPPORTER APPLICATION

The deadline to apply is **September 28, 2018**, in order to guarantee inclusion in the materials. A 50% deposit is due with the application, and the supporter must be paid in full by **September 28, 2018**. Complete and return this application to Mariellen Morris, director of conferences, at mmorris@primr.org.

Note: Telephone, dedicated internet, audiovisual, electric, and shipping are not included with the fee. Order forms for these services will be sent to you after a signed contract and payment is received. The hotel is carpeted.

COMPANY INFORMATION

Company Name:	
Address:	
City, State, Zip:	
Company Phone:	
Company Website:	
Planning Contact Name:	
Planning Contact Email:	
Planning Contact Phone:	

PAYMENT INFORMATION

Supporter Package Total:	\$5,000.00
Amount included (50% deposit or payment in full is required):	_____

I am enclosing check number: _____

Mail to: PRIM&R, P.O. Box 845203, Boston, MA, 02284-5203, Attn: 2018 IRB Admin Boot Camp Supporter

I am paying by credit card: Visa Master Card Amex

Print Card Holder's Name:

Credit Card Number:

Expiration Date:

AGREEMENT & SIGNATURE

PRIM&R Agreement Terms:

- 1) **Terms and conditions:** The Supporter agrees to all terms and conditions of the **2018 IRB Administrator Boot Camp** by signature below. The Supporter agrees to abide by all provisions set forth in these terms as part of this contract between PRIM&R and the Supporter. Please review the supporter procedures on the subsequent pages. PRIM&R reserves the right to withdraw participation from vendors who do not adhere to these procedures. If in violation, consequences include, but are not limited to: a written warning, cancellation of participation in the program, or prohibition from participation in future PRIM&R events. In addition, vendors who are asked to leave the program as a result of a violation and/or who have their participation cancelled in advance will not receive a refund of their payment.
- 2) **Cancellation:** If Supporter notifies PRIM&R of their intent to cancel prior to **September 28, 2018**, PRIM&R shall refund the fee, minus a \$600 processing fee. If PRIM&R receives notice after **September 28, 2018**, PRIM&R reserves the right to retain the full price as liquidated damages for any marketing or print material ordered up until that point. PRIM&R reserves the right to resell the exhibit space if possible. Cancellation must be sent in writing (email is acceptable) to Mariellen Morris (mmorris@primr.org; 413.364.5877).
- 3) **Liability:** The Supporter assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save PRIM&R and the Hilton Chicago against all claims, losses, and damages to persons or property, and attorney's fees arising out of or caused by supporter installation, removal, maintenance, occupancy, or use of the exhibit space, excluding any such liability caused by the sole negligence of PRIM&R and the Hilton Chicago. In addition, the Supporter acknowledges that PRIM&R and the Hilton Chicago do not maintain insurance covering Supporter's property, and it is the sole responsibility of the supporter to obtain insurance, including, if desired, business interruption and property damage insurance covering losses by supporter. Responsibility for the security of a Supporter's area, product, and property rests solely with supporter.

Signature:

Date:

Typed Name:

SUPPORTER PROCEDURES

The Supporter must adhere to the following procedures. These procedures may be amended as PRIM&R deems necessary. Contact Mariellen Morris, director of conferences, with questions (mmorris@primr.org; 413.364.5877).

SET-UP, EVENT, AND TAKE-DOWN HOURS	
Set-Up, Event, and Take Down Hours	<p>Tuesday, October 16: Supporter Set-Up 6:00 PM: Supporter Set-up <i>(if this is not possible, set-up can happen on morning of 10/17)</i></p> <p>Wednesday, October 17: IRB Administrator 101 (full day) 8:30 AM: Program Start 10:15-10:30 AM: Beverage Break 12:30-1:30 PM: Lunch 3:00-3:15 PM: Beverage Break 4:00 PM: Adjournment</p> <p>Thursday, October 18: IRB Administrator 101 (AM half day) & IRB Administrator 201 (PM half day) 8:00 AM: Program Start 9:30-9:45 AM: Beverage Break 12:00 PM: IRB Administrator 101 Adjournment/Lunch 12:30 PM: IRB Administrator 201 Program Start 2:30-2:45 PM: Beverage Break 4:00 PM: Adjournment</p> <p>Friday, October 19: IRB Administrator 201 (full day) 8:30 AM: Program Start 10:30-10:45 AM: Beverage Break 11:45-12:45 PM: Lunch 2:45-3:00 PM: Beverage Break 4:30 PM: Adjournment 4:30-5:30 PM: Supporter take down</p>
ONSITE LOGISTICS AND SUPPORTER CONDUCT	
Supporter Set-up	The Supporter's space includes a six-foot table, two chairs, and a wastebasket, and is approximately 6' wide x 6' deep. Electricity, dedicated internet lines, additional furniture, and audio visual equipment are NOT included. The space is carpeted. Contact Mariellen Morris (mmorris@primr.org ; 413.364.5877), if you need to purchase any of these services.
Distribution of Promotional Materials	Distribution of flyers, brochures, and/or any marketing materials must be confined to the Supporter's space. Advertising may not be displayed in hotel hallways or common areas.
Conduct Onsite	The Supporter agrees to keep exhibits properly staffed during the show hours. Setting-up or dismantling your space outside of the designated times is strictly prohibited. PRIM&R reserves the right to prohibit or restrict displays that, because of noise, method of operation, materials, or any other reason, become objectionable. In the event that restriction occurs, PRIM&R is not liable to refund the any Supporter expenses.
Badges	Supporter staff must wear their name badges for identification. The Supporter is granted two complimentary conference registrations.

ONSITE LOGISTICS AND SUPPORTER CONDUCT (cont.)

PRIM&R's Principles and Expectations for Participation in Educational Programs and Conferences

The objective of PRIM&R's conferences is to provide a safe and respectful environment for attendees to learn and network in a constructive way. PRIM&R is committed to being an impartial convener within the research ethics field, which encompasses people with a range of differing opinions. PRIM&R values freedom of expression, constructive and respectful dialogue, and spirited discussion, as they are essential to finding common ground and advancing the goal of responsible, ethical conduct of research with animals and human subjects. To preserve these objectives and the integrity of its conferences, PRIM&R will not tolerate the disruption of conference sessions that results in:

- The inability for the learning objectives of those programs and sessions to be met.
- The inability for dialogue, discussion, debate, learning, and/or networking to take place
- Harassment, badgering, or verbal threats.
- The use or threat of physical force by any individual or group of individuals against another.
- Destruction of property.

By supporting a PRIM&R event, you agree to refrain from conduct that is disruptive or destructive in the ways outlined above. In addition, all participants attending a conference are subject to the laws applicable in the state of the event. PRIM&R reserves the right to withdraw the name badge and, therefore, deny access to participants or supporter who does not adhere to these principles and values. Individuals asked to leave the meeting will not receive a refund and will be prevented from registering for or exhibiting at future PRIM&R events.

MATERIALS AND MARKETING

Program Materials

Supporter staff will be given access to the online course materials.

Attendee List

The Supporter will receive an electronic copy of the IRB Administrator Boot Camp attendee list provided before (September 28) and after (October 22) the meeting. The list will include the attendees' names, titles, organizations, and mailing addresses only. Please note this list will not include anyone who has opted out of being included in the attendee list during the registration process. As a policy, PRIM&R does not distribute email addresses.

Marketing & Collateral

The Supporter is prohibited from using PRIM&R's name or logo without receiving approval from PRIM&R first. The official title of the event is 2018 IRB Administrator Boot Camp. Supporter collateral may not include mention of the course agendas. If a Supporter wishes to do direct mail marketing to the list of attendees either before or after the meeting, PRIM&R **must** sign off on all marketing **before** it is sent. Collateral and/or questions should be sent to Kelly Whelan, marketing and communications manager (kwhelan@primr.org; 617.423.4112).