

HSC Industry Partnership Programs Guidelines

Hemophilia of South Carolina (HSC) strives to provide programming that is relevant, educational, supportive, fun, interesting, and will meet the needs of our SC Bleeding Disorders community. When we partner with Industry on an educational dinner, sporting event, social and support group events and the like, we will ask all to participate within the following guidelines.

Partnership Educational Dinners and other Partnered Events:

- Industry will be providing a speaker with our approval to present to our HSC member guests .The venue must meet with our approval and be compliant for wheelchairs, etc.
- Industry will provide to the Chapter printed invitations with details as to the program topic, location, time and speaker unless otherwise indicated by the Executive Director. The RSVP on the invite **MUST** be directed to the Chapter which will include the Chapter's contact information to include a RSVP deadline date. The Chapter will inform you as to how many invites to send depending on the event.
- You will provide the envelopes and mailing postage unless indicated otherwise by the Executive Director. Chapter will do the mailings, phone calls, e-mails, e-blasts, website information (PDF) and any other communications to our selective area members for the best possible turnout for support.
- The ED (or the Chapter's selected substitute) will host the meeting, which will include greeting guests with Company Host, welcoming all attendees to the event, introducing Company and Representative with appreciation for hosting the event, venue, presentation and speaker. Company will take it from there-running the event as outlined with the Executive Director prior to the event.
- The ED will close the event with any Chapter updates and appreciation to Host Company and our guests for their participation.
- Chapter will inform via e-mail our HTC's in the area that we are having said event and that they are welcome to invite their patients, providing they **RSVP to the Chapter**. The Chapter will then register attendees with our organization. The Chapter will provide to you a head count for said event by the date you request.
- **Outside Guests: Company and HSC will determine who will be allowed to attend said event, those which are outside the HSC Membership of consumers; ie: Homecare, Nurses, Doctors, etc.**
- Company may offer an evaluation form if they have one with **optional name and contact information** listed on the form. HSC will make it clear that any information provided is optional which will allow the participants to opt out of providing any contact information. Filling the evaluation out is an option as well.
- Company may have a small table in the back or side of the room with informational materials and products. At the close of the meeting when guest are free to leave, company may inform guests that they are available after the meeting has concluded to provide any further information about the host company, its products, programs or services.
- **At no time may you solicit information** from our guests about their contact information, what therapies they use or additional information outside the boundaries of general polite conversations. If our guests desire additional information from you, you may provide them your contact information for them to contact you.

RSVP Management Guidelines

HSC reserves the right to determine who is placed on an RSVP list. HSC will provide you the headcount of attendees at your request date and anytime you wish to inquire.



All RSVP's must come to the Chapter to be able to attend. If a guest contacts the Company or the company invites an attendee, the company will direct the attendee to contact the Chapter to reserve attendance. This is a liability issue for us to know who will be in attendance and that they are a member of the Chapter.