CME SATELLITE SYMPOSIA GUIDELINES

Purpose and Definition

**CME Satellite Symposia** are 60-120 minute independently developed CME-accredited educational activities held in conjunction with **WORLD Symposium 2020**. CME Symposia may be developed by a CME Provider or a not-for-profit organization (hereinafter named Provider). The symposia must be open to all **WORLD Symposium 2020** attendees at no charge, and all satellite symposium attendees must be registered for **WORLD Symposium 2020**. These symposia are not part of the **WORLD Symposium 2020** official educational program and the sessions and content are not endorsed by the **WORLD Symposium Planning Committee**. **CME and CEU approval are not provided by WORLD Symposium 2020. CME approval must be obtained from an accredited ACCME provider, and all fees related to accreditation are the responsibility of the Provider.**

Guidelines

The following guidelines are designed to assist interested parties in the application process to present a CME Satellite Symposium in conjunction with **WORLD Symposium 2020**. The guidelines are based on policies approved by the **WORLD Symposium Planning Committee** and outline policies, processes, and other information to help plan a relevant educational activity. All Providers must also be in compliance with all terms and conditions of the **WORLD Symposium 2020 Exhibitor Prospectus** that apply to satellite symposia.

Application/Deposit Requirements

In order to be considered, a completed Satellite Symposium Application along with a $5000 non-refundable deposit must be submitted to reserve a satellite symposium space. A subject or general topic area must be included on the Application.

Submission Deadline – November 15, 2019

The deadline to submit Satellite Symposium Applications is November 15, 2019. Satellite Symposium spaces will be assigned on a first-come, first-served basis, based on receipt of both the non-refundable deposit and completed Satellite Symposium Application. Once all available satellite space is assigned, no additional Satellite Symposium Applications will be accepted. **After November 15, 2019, a $2500 late application fee will apply. No new applications will be considered after December 20, 2019.**

Satellite Requirements

Satellite Symposia are limited to the times listed on the Satellite Symposium Application. Proposed topics, faculty, and objectives are reviewed by the **WORLD Symposium Planning Committee** and scheduled based on the quality of the proposed program and ability to complement the official educational sessions selected for presentation at **WORLD Symposium 2020**. The information presented must be balanced and provide the attendee with an objective viewpoint. Satellite symposia will be assigned to open satellite times on a first-come first-served basis, however the **WORLD Symposium Planning Committee** will seek to avoid any direct topic or content conflicts between satellites assigned during the same time slots.

Fees

Satellite Symposium fees to **WORLD Symposium 2020** in the amount listed on the Satellite Symposium Application allow the Provider to plan for a 60-120 minute satellite symposium to be presented at **WORLD Symposium 2020**. (All fees must be paid in full no later than November 15, 2019, or the symposium will be canceled and released to other sponsors.) **WORLD Symposium** will assign designated meeting space for the satellite symposium at the Hyatt Regency Orlando.

For all Satellite Symposia, the fee includes:

- Meeting room rental and theater-style set
- Standard AV support: Front (direct) projection, Lectern laptop for speaker, Projection screen, Confidence monitor, Laser pointer, Lectern or lavalier microphone for speakers, Panel table microphones, Standing aisle microphones, Speaker timer, Lighting, and Sound technician
- Two (2) Badge Scanners at door for attendance monitoring
- Table outside meeting room
- Posting on **WORLD Symposium** website, satellite signage, and listing on mobile app
- Two (2) Satellite Symposium announcement emails
- Inclusion on satellite announcement card placed in meeting bag

Dinner Sessions include meeting room and standard AV; Dinner Sessions **DO NOT** include Food & Beverage. Sponsor is responsible for all F&B coordination and costs. Breakfast and Lunch Session include meeting room, standard AV and standard Food & Beverage for attendees. (Continental breakfast. Box lunches.)
It is the responsibility of the Provider to cover all other costs related to the Satellite Symposia, including speaker expenses, print materials, signage, etc. The Provider will bear the costs associated with any direct marketing and promotional activities or logistical requirements.

Satellite Symposium Management Services

WORLDSymposium is pleased to offer comprehensive management and coordination for your satellite program on a fee-for-service basis. Please contact Eli Sananes at eli@gmimeetings.com if you are interested in receiving a quote for symposium management services.

CME Requirements

The CME Provider will be required to develop the content of the session, including the title of the session, recommended faculty, and specific learning goals and objectives that clearly meet the educational needs of the target audience. NOTE: While WORLDSymposium will not approve any Satellite Symposia for CME, WORLDSymposium does require all Symposia intending to be held for CME credit to be approved for CME by an accredited CME Provider. All proposed topics and faculty will be reviewed and approved by the WORLDSymposium 2020 Planning Committee taking the following into consideration:

Topic must be related to current lysosomal disease professionals’ practice, and programming should be developed so as to provide attendees with novel and innovative approaches to the issues impacting the field of lysosomal disease professionals.

The educational content and activity must be designed and presented in accordance with the standards established by the Accreditation Council for Continuing Medical Education (ACCME), the American Medical Association's Ethical Opinion on Continuing Medical Education and Gifts to Physicians, the Food and Drug Administration regulations regarding Industry-supported Scientific and Educational Activities, the PhRMA code on Interactions with Healthcare Professionals, and the Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers. It is strongly recommended that appropriate source and reference citations accompany all data presented in slides and program materials.

Program content is to be free of commercial bias for or against any product, should not include any commercial logos, and should include appropriate disclosure of commercial relationships and discussion of uses by speakers.

Content and format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest or entity.

Payment and Cancellation Policy

Upon receipt of the Satellite Symposium Application and Deposit, WORLDSymposium will send confirmation of approval, scheduled date and time, and an invoice to the contact person designated on the Satellite Symposium Application. Payment must be made within 30 days of invoice receipt or approval will be denied and the program will be cancelled.

A $5000 non-refundable deposit is required to reserve a satellite symposium time. Payment in FULL is due by November 15, 2019. Cancellations prior to November 15, 2019, will be refunded satellite symposium fees minus the $5000 non-refundable deposit. After November 15, 2019, no refunds for cancelled symposia will be given.

Provider acknowledges any payments made to WORLDSymposium for Satellite Symposia are:

- fees for services, and are not to be paid as educational grant support; and
- do not exceed the fair market value of the services provided; and
- are not inconsistent with any internal policy of the Sponsor governing interactions with healthcare professionals.

Location

Symposia will be held at the Hyatt Regency Orlando, Florida. Meeting room and time assignments will be made on a first-come, first-served basis and at the discretion of the WORLDSymposium Planning Committee based on symposia topics, available time slots and meeting rooms.

Scheduling

WORLDSymposium policy prohibits competing activities with official WORLDSymposium educational programming. WORLDSymposium will only assign specific times for symposia, as noted on the Satellite Symposium Application.
Letter of Agreement

The WORLD Symposium Satellite Symposium Application must be completed and signed by the Provider. No additional letter of agreement is necessary from WORLD Symposium.

If a Letter of Agreement is required by the Provider, the proposed Letter of Agreement must accompany the Application and be signed by the Provider and the CME Provider.

Faculty

The CME Provider is responsible for including faculty who are qualified to present information on the proposed topic.

The CME Provider is responsible for ensuring any ACCME required forms including release forms, HIPAA-compliance privacy forms, disclosure/conflict of interest form are obtained, and the CME Provider must keep these documents on file.

Logistical Considerations

The CME Provider is responsible for the costs and logistics of all printing, shipping, delivery and distribution of any onsite handouts, meeting room signage, and all print materials, including invitations.

Registration Bag Inserts: WORLD Symposium will insert one copy of an approved satellite symposium invitation into each registration bag, provided the invitations are shipped to the show warehouse as directed by the WORLD Symposium Logistics Manager. Details will be provided to the contact person designated by the CME Provider. Provider is responsible for all costs incurred for design, printing and shipping to the warehouse.

Handouts & Supporting Materials: Copies of any session handouts including designing, printing and shipping, are the responsibility of, and at expense of, the supporting Provider.

Industry Representatives: While industry representatives may attend the session, they are prohibited from distributing product-specific literature, and may not assist in registration, distributing session handouts, collecting evaluations, etc.

Continuing Medical Education Approval

WORLD Symposium does not award CME credit for Satellite Symposia. It is the Provider’s sole responsibility to arrange for approval and bear the associated costs. CME credit must be offered through an entity approved by the Accreditation Council for Continuing Medical Education (ACCME). ACCME accredited organizations and/or companies hired to provide CME approval are responsible for the educational content and related CME approval activities, and all pre-conference and on-site logistics.

• CME approval must be documented with the understanding that all relevant standards will be upheld and practiced, and complete the following:
  • Submit to WORLD Symposium a letter from the CME Provider designating the amount of credit.
  • Include the appropriate accreditation statement and designation statement in all session publicity containing more than “save the date” information.
  • Provide attendees with CME credit certificates within three weeks of the meeting.

WORLD Symposium MUST be notified of the accredited CME Provider and/or medical education and communication company that has been appointed. It will be assumed that that the Provider is authorized to develop and implement the satellite symposium.
Marketing, Promotional Materials and Invitations

WORLDSymposium will:

• post the satellite symposium on the WORLDSymposium website, satellite signage, and listing on mobile app.
• allow the CME Provider to provide printed copies of the satellite symposium invitation for the registration bags.
• WORLDSymposium 2020 will send out two (2) Satellite Symposium announcement emails to the pre-registration list during the week of January 20th and again during the week of February 3rd if complete content is received from Provider no later than January 6th.
  » WORLDSymposium does not format the proposed content in any way, all content must be submitted as a 1-page PDF with all pertinent program details. This PDF should be optimized for WEB viewing, NOT for print. This PDF should be a single page, and be no larger than a 1 MB file.
  » The same content will be used for both mailings.
  » Instructions on how to submit the PDF content will be provided to all satellite coordinators in November, 2019.
  » Additional promotion is the responsibility of the CME Provider.

WORLDSymposium does not provide pre-registration lists of any kind.

Promotion and Distribution Methods

WORLDSymposium MUST review and approve any and all promotional activities and/or printed materials prior to printing. These should be submitted to denise@saterdalen.com.

WORLDSymposium will not release email addresses or physical addresses of faculty or attendees.

All promotional materials and signage for Industry Supported Satellite Symposia MUST include the following wording on the front cover of or within the promotional material:

“WORLDSymposium™ has reviewed and approved this Satellite Symposium as appropriate for presentation as an independent educational activity held in conjunction with WORLDSymposium 2020. This Satellite Symposium is not part of the official WORLDSymposium program, and WORLDSymposium does not approve or endorse any commercial products or services discussed during the Satellite Symposium or offered for sale by the corporate supporter of the Satellite Symposium. This Satellite Symposium is not approved for CME by WORLDSymposium. This Satellite Symposium is approved for CME credit by (add CME Provider here).”

All other uses of the WORLDSymposium 2020 name or logo are prohibited.

All materials (promotional and CME activity related) MUST also include the proper ACCME Accreditation Statements.

Liability and Indemnification

Provider and/or CME Provider takes full responsibility and will indemnify and hold harmless WORLDSymposium and the WORLDSymposium 2020 Planning Committee and their officers, directors, members, agents, and employees from any and all liability arising from or associated with the Satellite Symposium.

Provider shall have no involvement or control over any of the following for WORLDSymposium 2020:

• Identification of CME needs;
• Determination of CME educational objectives;
• Selection and presentation of CME content;
• Selection of all persons and organizations that will be in a position to control the content of the CME;
• Selection of CME educational methods;
• Evaluation of the CME activity.

By submitting the Satellite Symposium Application, Provider and CME Provider agree to all requirements, rules, and regulations contained in the WORLDSymposium 2020 Exhibitor Prospectus.