NON-CME SATELLITE SYMPOSIA GUIDELINES

Purpose and Definition

Industry-Supported NON-CME Satellite Symposia are 60-120 minute independently developed educational activities held in conjunction with WORLDSymposium 2020. Industry-Supported Symposia may be supported by a company or a not-for-profit organization (hereinafter named Company). The symposia must be open to all WORLDSymposium attendees at no charge, and all satellite symposium attendees must be registered for WORLDSymposium. These symposia are not part of the WORLDSymposium 2020 official educational program and the sessions and content are not endorsed by the WORLDSymposium Planning Committee.

Guidelines

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

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 Symposia 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 are reviewed by the WORLDSymposium Planning Committee and scheduled based on the quality of the proposed program and ability to complement the official educational sessions selected for presentation at WORLDSymposium 2020. Satellite symposia will be assigned to open satellite times on a first-come first-served basis, however the WORLDSymposium 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 WORLDSymposium in the amount listed on the Satellite Symposium Application allow the Company to plan for a 60-120 minute satellite symposium to be presented at WORLDSymposium 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.) WORLDSymposium 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 lavaliere 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 WORLDSymposium 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 Company to cover all other costs related to the Industry-Supported Satellite Symposia, including speaker expenses, print materials, signage, etc. The Company 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.

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.

Company 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 WORLDSymposium Satellite Symposium Application must be completed and signed by the Company. No additional letter of agreement is necessary from WORLDSymposium.

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

Faculty

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

The Company must require faculty to submit any required forms including release forms, HIPAA-compliance privacy forms, and any required disclosure forms.

Logistical Considerations

The Company is responsible for the costs and logistics of all printing, shipping, delivery and distribution of any on-site handouts, meeting room signage, and all print materials, including invitations.

Registration Bag Inserts: WORLDSymposium 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 WORLDSymposium Logistics Manager. Details will be provided to the contact person designated by the Company. Company 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 the materials, are the responsibility of, and at expense of, the supporting company.

Medical Education Company Acting on Behalf of Company

The Company must notify WORLDSymposium of any medical education and communication company that has been appointed. This notification must come from the Company to authorize this provider to act on its behalf.
Marketing, Promotional Materials and Invitations

WORLDSymposium will:

- post the satellite symposium on the WORLDSymposium website, satellite signage, and listing on mobile app.
- allow the Company 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 that includes the content for all planned satellite symposia, if complete content is received from Company 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 Company.

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:

“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 or any other entity.”

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

Liability and Indemnification

Company 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.

Company 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, Company agrees to all requirements, rules, and regulations contained in the WORLDSymposium 2020 Exhibitor Prospectus.