

# Satellite Symposia Guidelines

AMERICAN ASSOCIATION OF CLINICAL ENDOCRINOLOGISTS

Walter E. Washington Convention Center

May 7-10, 2020 • Washington, DC

**S**atellite symposia are a valued educational component of EMBRAACE and provide attendees with additional educational opportunities. AACE offers several opportunities to host these sessions. Medical education companies are invited to submit requests to conduct satellite symposia at EMBRAACE on topics concerning endocrine disorders and related medical conditions. AACE does not endorse or co-sponsor satellite symposia.

## Association Fee

**Completed applications received on or before February 6, 2020:**

**\$60,000**

**Completed applications received on or after February 7, 2020:**

**\$65,000**

Fees include meeting space, two lead-retrievals, one-time usage of the pre-registered attendee list OR membership list, promotion in EMBRAACE material, one AACE promotional email, standard AV, access to the room 2 hours prior to start of meal function, and inclusion in the Satellite Symposia Schedule Board. Payment is due with the application.

## Cancellation

Companies that cancel confirmed programs prior to February 7, 2020 will be charged a \$20,000 cancellation fee. No refunds will be awarded for cancellations received on or after February 7, 2020. Cancellations must be sent in writing to [aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com).

## Organizer of the Program

AACE will provide each satellite symposium with standard AV. All logistical arrangements and costs, including catering and registration, are the responsibility of the medical education company. Contact information to secure additional services and make any necessary arrangements will be provided upon confirmation of the program.

**EARLY BIRD  
DEADLINE**



**CONTACT INFORMATION:**

[aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com)

## Program Process and Requirements

**STEP 1 Request Form:** Medical education companies interested in conducting a satellite symposium must complete the Request Form with a complete program description and agenda for review and approval prior to seeking funding. An email confirmation will be sent within 48 hours of receipt of your request. Funding should be pursued upon AACE approval.

**STEP 2 Application Form:** When grant approval is received from the commercial supporter, medical education companies must submit to AACE their completed Satellite Symposium Application Form with the required attachments and payment. An authorization letter from a pharmaceutical or device company must accompany any application submitted by a medical education company. Applications without the authorization letter and association fee will not be reviewed.

Medical education companies will be notified of symposium approval and receive their assigned time slot as well as meeting room location. Assignments are reviewed and approved in the order received. AACE only considers companies exhibiting at AACE's 29th Annual Scientific & Clinical Congress. For information on exhibiting, contact [aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com).

There are multiple time slots for satellite symposia (listed within application). Due to limited space availability, AACE cannot guarantee that similar topics will not be scheduled concurrently.

Fees are determined by the receipt date of your completed application including authorization letters and other required documentation.

AACE considers the program submitted with your application to be final. Symposium title and description changes must be approved by AACE. Please notify us of any changes by email at [aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com). Since assignment is largely based on program content, companies making significant content changes may be subject to cancellation or reassignment. Changes received after April 10, 2020 may not be updated in EMBRAACE materials.

All space assignments are final. Companies that contact hotels on their own, or otherwise attempt to circumvent AACE's assignment process, are subject to denial of the symposium application.

## Mailer

Medical management companies have the option to produce and send at least one (1) printed mail piece that promotes their satellite symposium. This mail piece will be sent to the list of their choice, either:

- All AACE membership **OR**
- EMBRAACE pre-registration list

Proofs of mailer must be submitted to AACE for review and approval prior to release of mailing list.

## Signage

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Medical management companies are required to produce the following signs:

- 1** One sign to be displayed by the door/entryway of the symposium meeting room (not to exceed 28"x44")
- 2** Provide artwork for (1) panel of the Satellite Display Board to be produced by Freeman. The panel measures 38.125" x 87" within the display – 8" on the bottom will be covered by the base of the meter board and 1" will be covered on all sides by metal side panels. Artwork/Logo specifications: Acceptable formats are: EPS, JPEG, TIFF, or Hi-Res PDF (300 dpi); all fonts must be converted to outlines. Artwork should be submitted by March 23, 2020.

**Optional** - Up to three (3) additional signs may be produced by medical management company and placed in designated areas set by AACE. These signs cannot exceed 28"x44". Easels will be provided by AACE. Management companies may not post any additional or directional signs for their program and unauthorized signs will be subject to immediate removal by AACE. Sign proofs must be submitted to AACE for approval.

Signs may not be displayed any earlier than two hours prior to the start of the program.

## Optional Marketing

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Additional advertising opportunities are available to promote your satellite symposium as well as your presence at EMBRAACE. Please contact Kristin Hudson at [aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com) for more information.

## Onsite Materials

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AACE requires medical management companies to provide samples of materials to be distributed for review and approval.

## No Implied Endorsement

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There can be no implication in any promotional materials or mailers, or during these events, that the symposia programs are connected with AACE 29th Annual Scientific & Clinical Congress, are presented in cooperation with AACE, or are endorsed by AACE. In describing these events, you may not use such phrases as "presented during," "presented in conjunction with," or "prior to" the AACE 29th Annual Scientific & Clinical Congress. The use of AACE 29th Annual Scientific & Clinical Congress or the AACE name, logo, or seal is strictly prohibited with the exception of the required disclaimer statement. Faculty for satellite symposia should be informed of these restrictions.

## PhRMA Code

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Medical education companies should comply with the PhRMA Code on interaction with healthcare professionals, as listed on [www.phrma.org](http://www.phrma.org). Companies should also be knowledgeable regarding provisions set out in the Sunshine Act to ensure compliance with federal laws.

## CME Accreditation - 1.5 CME Credit

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AACE requires that all satellite symposia offer AMA PRA Category 1 Credit™ through an accredited provider. The medical management company must list the institution providing the credit on the application. Program agendas provide for 1.5 credit hours and include enough time for Q&A.

## ACCME Guidelines

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Adherence to ACCME-updated criteria and Standards for Commercial Support is required. The ACCME requires a written agreement between the supporting company and the Accredited Provider of the program. An accreditation statement that the program offers AMA PRA Category 1 Credit™ must be included with the application for consideration. Commercial supporters must observe all AACE and ACCME guidelines.

## AV Services

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AACE will provide each satellite symposium with a standard AV set: standard black pipe & drape stage backdrop; LCD projection (front or rear) and number of screens subject to space availability); microphones (podium, lavalier, and head table); laser pointer; stage lighting and sound system. Based on room size and AV space requirements, each room is expected to accommodate approximately 300 people. Medical management company will have access to room 2 hours prior to start of meal function. AV Technicians will be available for presentation rehearsals/slide review during this time. Management companies are welcome to purchase additional AV as needed for their programs; however, all equipment and services must be provided by AACE's exclusive AV vendor for EMBRAACE, Freeman AV. NOTE: This includes Audience Response Systems (ARS).

## Disclaimer

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All matters and questions not covered by the above guidelines are subject to the discretion of AACE. These guidelines may be amended by AACE at any time, and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by AACE to such parties.

These guidelines are part of the contract between the medical education company and AACE. All corporate supporters and/or medical education

companies must observe all rules and regulations. All points not covered are subject to the decision of the AACE. This application for a satellite symposium, the formal notice for space assignment by AACE and all deposits together constitute a contract for the right to hold a satellite symposium at the AACE 29th Annual Scientific & Clinical Congress.

## INDEMNITY

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The corporate supporter and/or medical education Company shall protect, indemnify, hold harmless and defend AACE, its officers, directors, agents, volunteers, subcontractors, employees and/or representatives against all such claims, liabilities, losses, damages, judgements or settlements, including reasonable attorneys' fees and costs and other expenses incurred by the indemnifying party on account of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of AACE, its officers, directors, agents or employees.

## MEETING SPACE & TIME SLOTS

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Dates and times are assigned by topic on a first-come, first-served basis. AACE will make every effort to avoid company, program content and speaker conflicts but due to limited space availability, can't guarantee this.

<b>Wednesday, May 6, 2020</b>	7:00 – 9:00 PM (2 Slots Available)
<b>Thursday, May 7, 2020</b>	7:00 – 9:00 PM (3 Slots Available)
<b>Friday, May 8, 2020</b>	7:00 – 9:00 PM (3 Slots Available)

## CONTACT INFORMATION:

[aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com)