

AACE's 32nd Annual Meeting

SATELLITE SYMPOSIUM INFORMATION AND GUIDELINES

Satellite Symposium is a valued educational component of AACE's Annual Meeting 2023 and provides attendees with additional educational opportunities. AACE offers several opportunities to host these sessions. Medical education companies are invited to submit requests to conduct Satellite Symposium at AACE's Annual Meeting 2023 on topics concerning endocrine disorders and related medical conditions. AACE does not endorse or co-sponsor Satellite Symposium.

ASSOCIATION FEE –

Rate (Through March 10, 2023)
\$60,000

All activation space, support opportunities, advertising and marketing opportunities, sponsor directory listings etc. must be paid in full at the time the Application and Contract For Satellite Symposium is submitted. Sponsors with outstanding balances will not be permitted to access the Satellite Symposium. Failure to make payments does not release the contracted or financial obligation of Sponsor.

LIVE SHOW INCLUSIONS

- ✓ Meeting Space and Standard A/V
- ✓ Option to purchase Lead Retrieval Software
- ✓ 1x use of member mailing or pre-registration mailing list
- ✓ Promotional Email (sent by AACE)
- ✓ Promotion in AACE 2023 material
- ✓ 2 Hour timeslot
- ✓ 1.5 CME Credits (managed by sponsoring company)
- ✓ Inclusion in the Satellite Symposium Schedule Signage

ORGANIZER OF AACE'S ANNUAL MEETING 2023

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. Medical education companies should plan to order food & beverage for all registered attendees as this is required by AACE. Contact information to secure services and make any necessary arrangements will be provided upon confirmation of the Satellite Symposium. Rooms will be set for 175 attendees.

MEETING SPACE & TIME SLOTS

Thursday, May 4, 2023 7:00 PM – 9:00 PM (2 available)
Friday, May 5, 2023 6:00 AM – 8:00 AM (2 available)

Friday, May 5, 2023 7:00 PM – 9:00 PM (2 available)

PROGRAM PROCESS AND REQUIREMENTS

1. Request Form: Medical education companies interested in conducting a Satellite Symposium must complete the Request Form with a complete program description and approval prior to seeking funding. An email confirmation will be sent within 48 hours of receipt of your request. Funding should be pursued once approved by AACE.

CONTACT INFORMATION: aaceexhibits@spargoinc.com

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 Satellite Symposium approval and receive their assigned time slot. For information on exhibiting, contact aaceexhibits@spargoinc.com.

There are multiple time slots for Satellite Symposium (listed within the 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. The Satellite Symposium title and description changes must be approved by AACE. Please notify us of any changes by email at 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 15, 2023 may not be updated in AACE's Annual Meeting 2023 materials. Any Satellite Symposium sold will be given in a live format.

MAILER

Medical education 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**
- AACE's Annual Meeting pre-registration list

Proofs of mailer must be submitted to AACE for review and approval. Review process may take up to 10 business days. Once mailer is approved, AACE will release mailing list.

OPTIONAL MARKETING

Additional advertising opportunities are available to promote your Satellite Symposium as well as your presence at AACE's Annual Meeting 2023. Please contact Kristin Hudson at aaceexhibits@spargoinc.com for more information.

SIGNAGE

Medical education companies are required to produce the following signs:

- 1) One sign to be displayed by the door/entryway of the Satellite Symposium meeting room (not to exceed 22"x28"). Medical education company is responsible for producing/bringing the sign. AACE will provide an easel.
- 2) Provide artwork for Satellite Symposium sign to be produced by AACE. AACE will release details upon contract execution.

Signs may not be displayed any earlier than 90-minutes prior to the Satellite Symposium. Sign proofs must be submitted to AACE for approval. Medical education companies may not post any additional or directional signs for their Satellite Symposium and unauthorized signs will be subject to immediate removal by AACE. Additional advertising opportunities are available to promote your Satellite Symposium as well as your presence at AACE's Annual Meeting 2023. Please contact Kristin Hudson at aaceexhibits@spargoinc.com for more information.

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AV SERVICES

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); laser pointer; stage lighting and sound system. Based on room size and AV space requirements, each room is expected to accommodate approximately 175 people. Medical education company will have access to room 1.5 hour prior to start of meal function. AV Technicians will be available for presentation rehearsals/slide review during this time. Medical education companies are welcome to purchase additional AV as needed for their Satellite Symposium; however, all equipment and services must be provided by AACE's exclusive AV vendors. NOTE: This includes Audience Response Systems (ARS).

NO IMPLIED ENDORSEMENT

There can be no implication in any promotional materials or mailers, or during these events, that the Satellite Symposiums are connected with AACE's Annual Meeting 2023, 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's Annual Meeting 2023. The use of AACE's Annual Meeting 2023 or the AACE name, logo, or seal is strictly prohibited with the exception of the required disclaimer statement. Faculty for Satellite Symposium should be informed of these restrictions.

PhRMA CODE

Medical education companies should comply with the PhRMA Code on interaction with healthcare professionals, as listed on www.phrma.org. Medical education 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

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

ACCME GUIDELINES

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 Satellite Symposium. An accreditation statement that the Satellite Symposium offers AMA PRA Category 1 Credit™ must be included with the application for consideration. Commercial supporters must observe all AACE and ACCME guidelines.

DISCLAIMER

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 sole decision of AACE. The 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 AACE's Annual Meeting 2023.

INDEMNITY

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.

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CANCELLATION OR CHANGE OF SATELLITE SYMPOSIUM

In the event that the premises in which the Satellite Symposium is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AACE or its agents, the Satellite Symposium may be canceled or moved to another appropriate location, at the sole discretion of AACE. AACE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AACE. Causes for such action beyond the control of AACE shall include, but are not limited to: fire, casualty, flood, pandemic, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Sheraton Grand Seattle, municipal, state or federal laws, or act of God. Should AACE terminate this agreement pursuant to the provisions of this section, the medical education company waives claims for damage arising therefrom. Refunds of "Sponsorship Fees" in the event of event termination or cancellation shall be made to companies at the sole discretion of AACE and in any case, will not exceed the amount of each medical education company's paid sponsorship fee less any pro-rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AACE through the date of medical education company's notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.