

# AACE 2024

# MAY 9-11 NEW ORLEANS

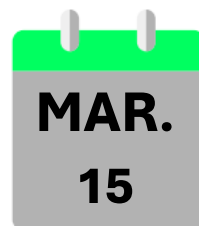
## AACE Annual Meeting 2024

### SATELLITE SYMPOSIUM INFORMATION AND GUIDELINES

**Satellite Symposium** is a valued educational component of AACE2024 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 Annual Meeting 2024 on topics concerning endocrine disorders and related medical conditions.

#### **Association Fee –**

**Rates (Through March 15, 2024)**  
**\$50,000 - \$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.

#### **INCLUSIONS**

- ✓ Meeting Space and Standard A/V
- ✓ Option to purchase lead retrieval software
- ✓ 1x use of pre-registration mailing list
- ✓ Promotional Symposia email (sent by AACE)
- ✓ 1-1.5 CME Credits (managed by MedEd company)
- ✓ Inclusion in the Satellite Symposium Schedule Signage
- ✓ Promotion in AACE2024 material
- ✓ 1-2 Hour timeslot
- ✓ Option to be included in AACE2024 On-Demand Post Event Content (sponsor responsible for recording)

## 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. Medical education companies coordinating dinner satellite symposium 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. Medical Education Companies can determine appropriate F&B order numbers.

## MEETING SPACE & TIME SLOTS

**Wednesday, May 8, 2024** 6:30 PM – 8:00 PM (dinner served at 6:00 PM)  
**Thursday, May 9, 2024** 7:30 PM – 9:00 PM (dinner served at 7:00 PM)  
**Friday, May 10, 2024** 5:30 PM – 6:30 PM (1 CME/no F&B required)



## 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 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.

### 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 Satellite Symposium approval and receive their assigned time slot. For information on exhibiting, contact [aaceexhibits@spargoinc.com](mailto: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](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 12, 2024, may not be updated in AACE2024 meeting materials.

## MAILER

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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 AACE2024 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

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Additional advertising opportunities are available to promote your Satellite Symposium as well as your presence at AACE2024. Please contact [aaceexhibits@spargoinc.com](mailto:aaceexhibits@spargoinc.com) for more information.

## SIGNAGE

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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" x 28"). 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.

## 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 (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

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AACE does not endorse Satellite Symposiums presented at AACE2024. Any promotional materials or mailers must refrain from implication of endorsement from AACE. Materials and mailers must clearly state the accredited provider of CME credit.

## 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). Medical education companies should also be knowledgeable regarding provisions set out in the Sunshine Act to ensure compliance with federal laws.

## CME ACCREDITATION – 1 CME CREDIT

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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 at least 1 credit hour and include enough time for Q&A.

## ACCME GUIDELINES

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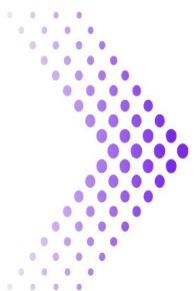
Adherence to ACCME-updated criteria and Standards for Commercial Support is required. The ACCME requires a written agreement between the supporting company and the Accredited Provider of the Satellite Symposium. An accreditation statement that the Satellite Symposium offers AMA PRA Category 1 Credit™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

## DISCLAIMER

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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 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 AACE2024.



## 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, judgments 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.

## 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 Hyatt Regency New Orleans, 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.