

2019

plastic surgery

THE MEETING

88TH
ANNUAL
MEETING

San Diego

SEPTEMBER 20-23, 2019



SATELLITE SYMPOSIA GUIDELINE





SATELLITE SYMPOSIA GUIDELINE

TABLE OF CONTENTS

| | |
|--|------|
| Meeting Overview, Description of Events | 3 |
| Symposia Schedule, Fees, Events and General Information | 4-7 |
| Application Process | 8 |
| Planning Your Event. | 9-13 |
| Disclaimer | 14 |

APPLICATION

| | |
|--|----|
| Reservation Form- <i>Selecting your symposium date.</i> | 16 |
| Program Detail Form- <i>Submitting your details for approval</i> | 18 |
| CME Form- <i>CME Satellite Requirements</i> | 19 |



SATELLITE SYMPOSIA GUIDELINE

MEETING OVERVIEW

Plastic Surgery The Meeting brings together the best and brightest surgeons in the specialty, poised to share their expertise with colleagues who arrive from over 75 countries around the globe. It is the premier educational and networking event of the year, for both domestic and international plastic surgeons

Plastic Surgery The Meeting 2019 will be held September 20 – 23, 2019, in San Diego, California.

More than 3,500 attendees will meet and do business with 300 industry innovators who provide the products and services that support the plastic surgery specialty—all under one roof

DESCRIPTION OF EVENTS

Industry-Supported Satellite Symposia are educational events that may offer, but are not limited to:

- Breakfast and evening educational programs, which may or may not be designated for AMA PRA Category 1 Credit™
- Lunch and break educational programs, which MAY NOT be designated for **AMA PRA Category 1 Credit™**
- Formal presentations, speakers, product display/promotion, equipment demonstrations or procedural instruction; and are:
 - planned and implemented by an organization external to ASPS
 - neither sponsored nor endorsed by ASPS/PSF/ASMS/ASPSP
 - not part of the Plastic Surgery The Meeting 2019 official educational program.
- Promotional Events are non-educational events that may offer, but are not limited to; receptions, formal presentations, speakers, product display/promotion/fashion show, equipment demonstrations, social events, or procedural instruction; and are:
 - planned and implemented by an organization external to ASPS
 - neither sponsored nor endorsed by ASPS/PSF/ASMS/ASPSP;
 - not part of the Plastic Surgery The Meeting 2019 official educational program.

Commercial Supporter – The organization(s) providing funding for the event

Program Organizer – The organization handling details, communications, and company or agency.

CME Provider/Accredited Supporter – The organization planning the CME content and designating the AMA PRA Category 1 Credit™, (hospital, university, etc.).



SATELLITE SYMPOSIA GUIDELINE

SYMPOSIA SCHEDULE

Satellite Symposia do not overlap with ASPS/PSF/ASMS/ASPSP educational programming or educational events during Plastic Surgery The Meeting 2019. ASPS/PSF/ASMS/ASPSP will not be responsible for determining if companies securing the same time slots are competitors.

| | |
|------------------------|---|
| Pre-Conference: | September 19, 2019 (Thursday) |
| Conference: | September 20-23, 2019 (Friday–Monday) |
| Exhibit Hall: | September 20-22, 2019 (Friday–Sunday) |
| Satellites: | September 19-22, 2019 (Thursday–Sunday) |
| Location: | San Diego, California |
| Venue: | San Diego Convention Center 111 W Harbor Dr San Diego, CA 92101 |
| Host Hotel: | Hilton Bayfront San Diego |

You may use the full allotted time or a reduced amount, but the event may not begin prior to the start times listed above for each day. In addition, the event may not go later than the listed time.

AUDIENCE

Attendees of PSTM are made up of plastic surgeons, nurses, office staff and other plastic surgery professionals from across the United States and over 75 countries worldwide who desire to improve their treatment skills and advance their knowledge of plastic surgery.

3,500 plastic surgery professionals are estimated to attend Plastic Surgery The Meeting 2019



SATELLITE SYMPOSIA GUIDELINE

SCHEDULE

| TIME | SERVICE | LOCATION | CAPACITY |
|-------------------------------|-----------------|-------------------|-----------------|
| PRE-CONFERENCE | | | |
| 7:00 PM – 10:00 PM | Dinner | Off-Site | n/a |
| DAY 1: FRIDAY-9/20/19 | | | |
| 7:00 – 8:00 AM | Breakfast | Off-Site | n/a |
| 7:00 – 8:00 AM | Breakfast | Convention Center | 100 |
| 9:15 – 10:00 AM | Morning Break | Exhibit Hall | 75 |
| 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 |
| 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 |
| 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |
| DAY 2-SATURDAY-9/21/19 | | | |
| 7:00 – 8:00 AM | Breakfast | Off-Site | n/a |
| 7:00 – 8:00 AM | Breakfast | Convention Center | 100 |
| 9:15 – 10:00 AM | Morning Break | Exhibit Hall | 75 |
| 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 |
| 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 |
| 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |
| DAY 3-SUNDAY-9/22/19 | | | |
| 8:00 – 9:00 AM | Breakfast | Off-Site | n/a |
| 8:00 – 9:00 AM | Breakfast | Convention Center | 100 |
| 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 |
| 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 |
| 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |
| 7:00 – 10:00 PM | Dinner | Off-Site | n/a |



SATELLITE SYMPOSIA GUIDELINE

COSTS AND ON-SITE MANAGEMENT

FEE

| Satellite Budget Breakdown | Breakfast | Morning Break | Lunch | Afternoon Break | Dinner |
|---------------------------------|-----------|---------------|----------|-----------------|----------|
| Audio Visual | Off Site | \$5,000 | \$5,000 | \$5,000 | Off Site |
| Data Capturing & Lead Retrieval | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |
| Room Rental & Set-Up | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| Sponsorship Fee | \$9,000 | \$5,000 | \$13,000 | \$5,000 | \$20,000 |
| ASPS Management | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| Sponsorship Fee | \$21,000 | \$22,000 | \$30,000 | \$22,000 | \$32,000 |

There is a fee to hold an Industry-Supported Satellite Symposium or Promotional Event. The commercial supporter is responsible for all other costs related to the event. If you receive a satellite as part of a Premier Support package, the fee is waived. Once ASPS approves the application, your organization is responsible for all costs related to the meeting (except room rental fees, if utilizing an ASPS-contracted space). Such costs may include any fees for audio visual, catering, set-up, hotel guest room drops, etc. It is your organization's responsibility for marketing this event and registering attendees on-site.

The fee is payable to ASPS. If you are interested in paying the fee via wire transfer, please contact Meredith Rund at MRund@plasticsurgery.org or 847-981-5429 for the necessary information.

AUDIENCE RESPONSE SYSTEM

Audience Response System (ARS) capabilities are available for an additional fee. ARS keypads will be distributed to attendees in the session rooms that have ARS capabilities. ARS is limited to satellites held in the convention center. ASPS management requires final slides with ARS questions for programming by September 4, 2019. ASPS recommends that the Sponsor have a back-up copy of the final presentation slides with ARS on a USB.

ARS

100-Person ARS

FEE

\$3,500.00



SATELLITE SYMPOSIA GUIDELINE

RECORDINGS

Recording capabilities are available in two formats for an additional fee. ASPS will contract with vendor for capture. The cost below includes one round of edits post event.

| AUDIO RECORDINGS | FEE |
|--------------------------------------|------------|
| synched slides | \$4,000.00 |
| synched slides w/ video of presenter | \$6,000.00 |

ADDITIONAL SERVICE

Should the Sponsor require services in addition to the items provided, the Sponsor is solely responsible for coordination and fees, and must communicate and order all items through the appropriate contacts. For more information, please contact Meredith Rund.

SYMPOSIA LOCATION

ASPS will work with our hotel contacts to provide meeting space at the Hilton Bayfront San Diego. Space will be secured on a first-come, first-served basis for companies that have received approval. Space selection is based on premier support tier and priority points. The hotel address, meeting room assignment and hotel contact information will be provided approximately two weeks after your symposium is approved. Your company may choose an off-site location, however, these events still require ASPS approval. All Satellite Symposia rules and fees apply to events held at off-site locations.

**Limited space at the convention center will be available for morning satellites.*



SATELLITE SYMPOSIA GUIDELINE

APPLICATION PROCESS

Plastic Surgery The Meeting Satellite Symposia will have a two-step application process.

Step 1: RESERVATION FORM — Selecting your symposium date

ASPS will accept the Reservation Form on a first-come, first-served basis. This form must be submitted with payment for your symposium timeslot to be reserved. You will receive an email confirmation of your date and time once it has been finalized

Step 2: PROGRAM DETAILS FORM — Submitting your details for approval

After you receive your symposium date and time confirmation email, you must submit the Program Details Form to ASPS no later than May 1, 2019. Any changes or revisions to symposium content, faculty or format after that date must be communicated to ASPS in writing.

When determining your symposium speakers, please remember the following:

- ASPS highly recommends an ASPS member as your speaker. If you have questions regarding ASPS Membership please contact Meredith Rund at mrund@plasticsurgery.org or 847.981.5429.
- The Plastic Surgery The Meeting program chair, vice chair and subcommittee course co-chairs are ineligible to serve as Satellite Symposia speakers. They are as follows:

William Dzierzynski, MD

Kyle Eberlin, MD

Patrick Garvey, MD, FACS

Jesse Goldstein, MD

Jeffrey Gusenoff, MD

John Kim, MD

Joan Lipa MD, MSc.,FRSC(C.), FACS

Joseph Losee, MD

Alan Matarasso, MD, FACS

Maurice Nahabedian, MD,
FACS

Daniel Ness, MD

Dennis Orgill, MD, PhD

Ash Patel, MD

Andrea Pusic, MD

Justin Sacks, MD MBA

Peter Taub, MD

Liza Wu, MD

James Zins, MD

SUBMISSION

You can submit your applications via Mail or E-mail:

Mail: Meredith Rund

American Society of Plastic Surgeons

444 E. Algonquin Road, Arlington Heights, IL 60005

E-Mail: MRund@plasticsurgery.org

APPROVAL NOTIFICATION

After your application has been approved, you will receive a confirmation email. If you have requested ASPS-contracted space, this confirmation will include the location address, the meeting room assignment, and the venue contact information. You will be responsible for contracting your event with the venue and paying all expenses related to the symposium. All hotels and event venues in San Diego are required to inform ASPS of space requests.



SATELLITE SYMPOSIA GUIDELINE

PLANNING YOUR EVENT

AUDIO/VISUAL

All satellites held within the ASPS Exhibit Hall Theatre will be equipped with full audio visual. ASPS encourages all off-site events to use our audio visual contractor, Freeman. You are responsible for all costs related to audio visual equipment and labor.

SPONSORSHIP COMPONENTS

The Sponsor is responsible for content and material development, selection of and liaison with presenters and moderators, payment to presenters and moderators as well as presentation of the content at the respective event. It is the Sponsors responsibility for marketing this event, registering attendees, and on-site management of the program.

SET UP

All ASPS Staff will arrange the following logistical aspects:

Evening Satellites

- Satellites are promoted and available to all PSTM registered attendees. Attendance is not guaranteed.
- One skirted table to be placed outside the ballroom for Sponsor's materials. (Hilton Bayfront only)
- One sign promoting the presentation will be placed outside the ballroom. (Hilton Bayfront only)
- Staff to assist with pre-setting materials in the ballroom. (Hilton Bayfront only)
- Each ballroom includes banquet seating; seating is available on a first-come, first-served basis. (Hilton Bayfront only)
- ASPS does not provide pens or notepads in the presentation ballrooms. The Sponsor is responsible for providing these items.
- Data Capturing and Reporting (Hilton Bayfront only)
- Pre-Registration Report(s)



SATELLITE SYMPOSIA GUIDELINE

Daytime Satellites

- Use of the ASPS Exhibit Hall Theatre
- Data Capturing and Reporting
- Pre-Registration Report(s)
- All food and beverage items are provided, selected, and managed by ASPS management. PSTM attendees have paid for their meals as part of their conference registration fee. Meals are for professional attendees only, should the Sponsor choose to have meal service for their staff, meals must be coordinated in advance. For additional meal arrangements, please contact Meredith Rund.
- Attendees pay for their meals as part of their conference registration fee, therefore, the meal cost/transfer of value does not need to be reported by the Sponsor.
- On-site Meeting and Logistics Management
- Riser/stage with podium.
- A minimum of one screen placed in front of room
- Audio visual service, including sound, laptop for presentation upload (at AV tech desk), slide advancer/pointer, VGA switcher, 1 projection screen, confidence monitor, LCD projector, 1 wireless lavalier, podium microphone, 1 hand-held wireless microphone, and in-room audio/video technician.
- Lead retrieval scanners and staff members to scan badges (ASPS will provide staff).
- Neither ASPS nor the convention center provide pens or notepads in the ASPS Exhibit Hall Theatre. The Sponsor is responsible for providing these items.

PROGRAM PROMOTION

ASPS will promote all satellites symposia in the following formats:

- The Industry Supported Symposium will be included as part of the PSTM website, Schedule At-A-Glance, PSTM Mobile App, Educational Session Descriptions, Faculty Listings, Topics, and Industry Supported Symposium pages of the PSTM On-Site Guide distributed to all registered attendees in their conference bag and in on-site signage.
- The Industry Supported Symposium will be direct mailed and emailed out to registered attendees. Direct mail will go to only U.S.-based attendees.
- ASPS will develop cards for sales team to promote event (will print 500 if requested and ship to sponsor office).



SATELLITE SYMPOSIA GUIDELINE

INVITATIONS

Within your approval email, you will receive information on how to:

- Obtain your complimentary pre-registered attendee list – for one-time use*
- Obtain your complimentary post show attendee list – for one-time use*

**Order form(s) must be submitted with mailer/marketing materials and require ASPS approval prior to list release.
(See order form(s) for details.)*

All Industry-Supported Satellite Symposia are required to abide by the following guidelines for all materials developed for use before, during and after the convention:

- All materials must contain the following statement: This event is neither sponsored by nor endorsed by ASPS/ PSF/ASMS/ASPSP.
- This statement must be clearly displayed on its own line, in bold font and no smaller than surrounding text on any and all material (including all invitations/promotions) for the Satellite Symposium.
- Any and all invitations or solicitations to attend an Industry-Supported Satellite Symposium must be approved by ASPS prior to distribution or posting. Do not print any materials before they have been approved by ASPS, as revisions may be required for distribution.
- Once approved, any revisions to the materials must also be submitted to ASPS for approval. Include any website address where the Satellite Symposium will be marketing the event.

Please note that the above guidelines also apply to Room Drops; Room Drops must also be pre-approved or they will not be allowed.

Industry-Supported Satellite Symposia are considered unofficial (not sponsored by ASPS/PSF/ASMS/ASPSP. Therefore, there can be no implication in any promotional materials or mailers that the symposia programs are presented in cooperation with or endorsed by ASPS/ PSF/ASMS/ASPSP. The use of the ASPS/PSF/ASMS/ASPSP or Plastic Surgery The Meeting logos or seal is strictly prohibited.

For purposes of clarity, ASPS respectfully suggests that you include on your advertisements, invitations or mailings any of the following pieces of information that apply to your event.

- Pre-registration is required; only pre-registered attendees will be allowed entrance
- Pre-registration is preferred; however, on-site registration will be accepted if space is available
- Capacity for this symposium is ____
- On-site registration available for the first ____ attendees
- The symposium is only open to healthcare professionals

On site, during Plastic Surgery The Meeting, the distribution of literature, invitations, etc. is to be confined to the assigned exhibit space within the exhibit area. As stated in the ASPS Symposia Exhibitor Rules and Regulations, any persons canvassing outside their exhibit area will be asked to dismantle their exhibit immediately and to vacate the meeting.

Note: Approved hotel guest room drops do not apply.



SATELLITE SYMPOSIA GUIDELINE

The Commercial Supporter (exhibitor) is subject to the regulations as stated in the Guidelines Violation information.

PRE-REGISTERED ATTENDEE LIST FOR SATELLITES

ASPS will provide you with the list of pre-registrants for each of your satellites. Registration list will include the following available data for attendees:

- First Name
- Last Name
- Degree
- Company
- Mailing Address
- Country

Mailing addresses will be excluded for individuals who opt-out from receiving communications from industry partners.

SIGNAGE

You will be responsible for your own event signage. You may choose to work directly with our general services contractor, Freeman to order a sign for your event, if needed. To order a sign through Freeman, please complete the sign order form that you receive upon event confirmation.

For promotion outside of the convention center, you may provide and display up to three (3) signs that can be placed throughout the hotel where the function is being held on the day of your symposium. Sign placement is at the discretion of ASPS and the hotel. One (1) sign is allowed to be placed at the door of the meeting room where the symposium is being held. The other two signs can be strategically placed in the hotel, with the hotel's permission. Please note:

- ASPS will remove any signs that violate size restrictions or are displayed before the day of your symposium without notice. Signs may not block or replace any of the ASPS signage.
- Signs may be placed within the exhibit area assigned to the CME Provider/Accredited Sponsor or Commercial Supporter during exhibit hours.
- Signs may not be placed inside or around the San Diego Convention Center or at any hotels other than the hotel in which the symposium is taking place.
- Signs must not be larger than 22" x 28". If signs are larger than the stated dimensions, they will be removed.

Additional branding may be purchased to promote satellite programming. Please contact Meredith Rund to request details.



SATELLITE SYMPOSIA GUIDELINE

PRESENTATION SLIDES

The Sponsor is responsible for providing the final presentation content to the on-site AV technician. The Sponsor must provide final PowerPoint presentation slides on a flash drive. Slides must be prepared in 16:9 ratio (widescreen). Slides must be provided by September 4, 2019 if using ARS.

DATA CAPTURING & LEAD RETRIEVAL

ASPS will provide data capturing at each presentation. Lead reports will be finalized and provided by ASPS within 10 business days after the conclusion of the event. Lead reports will include the following available data for each clinician who chooses to provide their information.

- First & Last Name
- Degree
- Organization
- Mailing Address
- Country

Mailing addresses will be excluded for individuals who opt-out from receiving communications from industry partners.



SATELLITE SYMPOSIA GUIDELINE

DISCLAIMER

Derivative Products

Derivative products (videos, webinars, podcasts, enduring materials, etc.) based on previously accredited programs must disclose recording at Plastic Surgery The Meeting and the date of recording.

Violations

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, ASPS requires each CME Provider/Accredited Sponsor, Commercial Supporter or Program Organizer to agree that they, their employees, speaker(s), program organizers, and commercial supporters will observe all applicable ASPS, ACCME and AMA Guidelines.

ASPS, at its sole discretion, reserves the right to revoke privileges for future meetings for any CME Provider/Accredited Sponsor, Commercial Supporter or Program Organizer involved in planning an unofficial CME symposium that does not comply with the Guidelines and/or the additional Exhibitor Rules and Regulations included in the Application/Contract for Exhibit Space and/or the Online Exhibitor Service Manual pertaining to these unofficial events.

Violations of these Industry-Supported Satellite Symposia or Promotional Event Guidelines will result in a one-year probation.

Exhibiting companies are subject to all Exhibitor Rules and Regulations regarding Industry-Supported Satellite Symposia or Promotional Events. If the exhibiting company is working with a medical education company, it will be the responsibility of the medical education company to communicate with the exhibiting company.

Cancellations

Once approved, ASPS must be notified in writing of the cancellation of an Industry-Supported



SATELLITE SYMPOSIA GUIDELINE

Satellite Symposium or Promotional Event. For cancellations received by close of business (5:00 p.m. CT) on August 1, 2019, ASPS will issue a refund of 50%. No refunds will be issued for cancellations received after the close of business (5:00 p.m.) on August 1, 2019.

Disclaimers

ASPS is not responsible for marketing of and/or unsatisfactory attendance of the Industry-Supported Satellite Symposia or Promotional Events. It is the responsibility of the Commercial Supporter to market its event. ASPS will approve/sell Satellite Symposia and Promotional Events on a first-come, first-served basis. ASPS assumes no responsibility for determining whether or not companies are considered competitors.

The opinions presented at your Satellite Symposium or promotional events are solely those of the speaker and the commercial supporter. They do not represent the opinion of ASPS/PSF/ASMS/ASPSP. ASPS/PSF/ASMS/ASPSP does not review the full presentations or evaluate the products or services discussed at these sessions, and they make no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.

Selecting your symposium date

Payment must be submitted with this form in order to reserve your symposium date and time.

Commercial Supporter (required): _____

Program Organizer (if a third party): _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Email: _____

Would you like ASPS to track RSVPs for this event? YES NO

ADDITIONS: Audience Response \$3500 Synced Slides: \$4,000 Synced Slides w/ video: \$6,500

SYMPOSIA DATES/LOCATIONS*:

Please indicate 1st choice, 2nd choice and 3rd choice

| PRE-CONFERENCE | SERVICE | LOCATION | CAPACITY | FEE |
|---|---------|----------|----------|----------|
| <input type="checkbox"/> 7:00 PM – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |

| DAY 1: FRIDAY-9/20/19 | SERVICE | LOCATION | CAPACITY | FEE |
|--|-----------------|-------------------|----------|----------|
| <input type="checkbox"/> 7:00 – 8:00 AM | Breakfast | Off-Site | n/a | \$21,000 |
| <input type="checkbox"/> 7:00 – 8:00 AM | Breakfast | Convention Center | 100 | \$21,000 |
| <input type="checkbox"/> 9:15 – 10:00 AM | Morning Break | Exhibit Hall | 75 | \$21,000 |
| <input type="checkbox"/> 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 | \$30,000 |
| <input type="checkbox"/> 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 | \$21,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a | \$32,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |

| DAY 2-SATURDAY-9/21/19 | SERVICE | LOCATION | CAPACITY | FEE |
|--|-----------------|-------------------|----------|----------|
| <input type="checkbox"/> 7:00 – 8:00 AM | Breakfast | Off-Site | n/a | \$21,000 |
| <input type="checkbox"/> 7:00 – 8:00 AM | Breakfast | Convention Center | 100 | \$21,000 |
| <input type="checkbox"/> 9:15 – 10:00 AM | Morning Break | Exhibit Hall | 75 | \$21,000 |
| <input type="checkbox"/> 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 | \$30,000 |
| <input type="checkbox"/> 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 | \$21,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a | \$32,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |
| <input type="checkbox"/> 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |

SYMPOSIA DATES/LOCATIONS (Continued)

| | SERVICE | LOCATION | CAPACITY | FEE | |
|----------------------------------|-----------------|-----------------|-------------------|-----|----------|
| ____ DAY 3—SUNDAY—9/22/19 | | | | | |
| <input type="checkbox"/> | 8:00 – 9:00 AM | Breakfast | Off-Site | n/a | \$21,000 |
| <input type="checkbox"/> | 8:00 – 9:00 AM | Breakfast | Convention Center | 100 | \$21,000 |
| <input type="checkbox"/> | 12:15 – 1:15 PM | Lunch | Exhibit Hall | 75 | \$30,000 |
| <input type="checkbox"/> | 3:15 – 4:15 PM | Afternoon Break | Exhibit Hall | 75 | \$21,000 |
| <input type="checkbox"/> | 7:00 – 10:00 PM | Dinner | Hilton Bayfront | n/a | \$32,000 |
| <input type="checkbox"/> | 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |
| <input type="checkbox"/> | 7:00 – 10:00 PM | Dinner | Off-Site | n/a | \$32,000 |

Event Type (Choose One)

- CME Satellite Symposium*** **Non-CME Satellite Symposium/
Promotional Event**

**If CME Satellite Symposium is requested, please fill out page 20.*

*Disclaimer: ASPS reserves the right to add evening/morning Satellite Symposia at its discretion.

Submitting your details for approval

This form must be submitted to ASPS by May 1 for final approval.

Commercial Supporter (required): _____

Title of Program (required): _____

Program Description: Please submit a program description via word document.

Timeframe: You may use the full allotted time or a reduced amount, but your event may not begin prior to or go later than the listed time on the **REGISTRATION FORM**. If you choose to schedule your event at an off-site location, the same time rules apply. Please provide times below for those that apply to your event.

Registration: _____ p.m. Dinner: _____ p.m. Symposium: _____ p.m. - _____ p.m.

Symposium Leaders/Faculty: (Please attach photo and speaker description for all faculty)

Space Requirements (Only fill out this section if you have requested ASPS-contracted space)

Please provide as much detail as possible regarding your space requirements, room setup, and audio visual needs:

Amount of setup time requested _____ Anticipated Attendance _____

Room Setup (Please select one) (For evening satellites only)

- Conference
- Classroom
- Theater
- Banquet Rounds
- Cocktail Rounds
- Other, please explain

FOR ASPS USE ONLY

Approved by:

Renée Robbins
ASPS Senior Director of Education and Corporate Development

CME Satellite Symposia

Industry-Supported Satellite Symposia may designate *AMA PRA Category 1 Credit™*. ASPS will not designate CME credit for these programs. Those wishing to designate credit for their symposium will need to obtain credit from another accredited CME Provider/Accredited Sponsor (hospital, university, etc).

All Industry-Supported Satellite Symposia offering CME must be in compliance with the essentials and policies of the Accreditation Council for Continuing Medical Education (ACCME), including, but not limited to, the Standards for Commercial Support of Continuing Medical Education. ACCME guidelines require a written agreement between the supporting company and the accredited provider of the program in order to ensure that the symposium program meets all the criteria necessary for designation of CME credit. If applicable, certification that the program offers CME credit must be presented with application. In addition, although compliance with the AMA's Ethical Opinion of Gifts to Physicians from Industry is the responsibility of the individual physician, every effort should be made to ensure that ASPS members and other conference attendees are not put in a situation that would be considered in violation of these guidelines. Approval of proposed symposia will be based on these and other regulations outlined below.

ACCME — EVALUATION DATA

All industry-supported Satellite Symposia programs offering CME credit are required by the ACCME to provide attendees with an opportunity to provide a written evaluation of the symposium. ASPS must also receive a complete report of the evaluation results. Attendees must be asked to evaluate the program for objectivity, the presence of commercial bias, and mention of off-label uses.

The evaluation form must include at least the following questions:

- Did the faculty disclose any relationships with commercial supporters that might have been relevant to the presentation? Yes or No
- Did you detect any commercial bias in this symposium? Yes or No
 - If yes, please indicate the names of the companies and/or products involved.
- Was there any mention of off-label uses of products? Yes or No

When sending the evaluation results to ASPS, you are also required to provide a complete attendee list. **Both the attendee list and the evaluation results must be provided to Meredith Rund, 444 E. Algonquin Road, Arlington Heights, IL 60005 within four (4) weeks of the event.** Failure to do so may result in your inability to host a satellite symposium in the following year.

If CME credit is offered, the CME Provider/Accredited Sponsor also should be clearly indicated and must coordinate the content of all invitational/promotional material.

CME Provider (if applicable):

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

If you are providing CME, please include accreditation statement that the program is designated for AMA PRA Category 1 Credit™ & accreditation certificate.

Industry Supported Satellite Symposia

CME Satellite Symposia

All Industry-Supported Symposia designated for *AMA PRA Category 1 Credit™* must be balanced education programs, free of commercial bias.

Proposed Program or Agenda (required): _____

Learning Objectives (required): _____

Abstract Summary of Program (required): _____

Program/Course Director and their affiliations (required):

Commercial Supporter - The organization(s) providing funding for the event.

Program Organizer — The organization handling details, such as, communications company or agency.

CME Provider/Accredited Supporter – The organization planning the CME content and designating the *AMA PRA Category 1 Credit™*, (hospital or university, etc).

FOR ASPS USE ONLY

Approved by:

Renée Robbins

ASPS Senior Director of Education and Corporate Development