



2019 SATELLITE SYMPOSIA GUIDELINES

Congress on Cardiovascular Disease Prevention

The American Society for Preventive Cardiology (ASPC) has established that independently developed CME/CE certified satellite symposia held in conjunction with the scientific meetings of the ASPC are valuable opportunities to provide continuing education for our members and meeting participants. In this regard, we are pleased to offer satellite symposia slots in conjunction with our 2019 Congress on Cardiovascular Disease Prevention.

Satellite symposia can be non-CME or CME sessions that address educational needs and performance gaps that complement the ASPC Congress scientific program agenda. The following guidelines provide important information regarding holding a Satellite Symposium at the 2019 Congress. Please contact the ASPC if you have any questions.

Contact:

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or

Maggie Kincaid
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Application Deadline:

May 15, 2019

Satellite Symposia Opportunities

ASPC 2019 Congress on Cardiovascular Disease Prevention

ASPC 2019 Congress on Cardiovascular Disease Prevention

July 19-21, 2019

La Canterra Resort and Spa

San Antonio, TX

Total attendance anticipated at Congress on Cardiovascular Disease Prevention is approximately 200-250 physicians, nurses, and allied health professionals. We anticipate 50 – 75 participants to attend each Satellite Symposium. The ASPC has designated the following dates and times for satellite symposia which will not compete with the Congress Scientific Sessions.

Event Type	July 19	July 20	July 21
Morning Symposium	N/A	\$15,000 6:30–7:45 AM*	\$12,500 6:30–7:45 AM*
Evening Symposium	\$20,000 7:30–9:30 PM*	\$20,000 6:30–8:30 PM*	N/A

**Times are tentative and will be finalized once program chairs finalize agenda.*

If the application is accepted, the following provisions for each activity will be provided by the ASPC:

- Meeting room for up to 100 people, classroom-style. Alternative sets may be available.
Satellite Symposia will be held in the General Session room but may change based on availability. The ASPC cannot make attendance guarantees, but approximately 50 – 75 people are expected to attend, depending on time slot, topic, speakers, etc.
- Basic pre-set AV. Additional AV can be purchased through the ASPC's preferred vendor.
- ASPC Point of Contact to help with preliminary planning and operate as liaison between Hotel and Symposium Planner.
- Listing on ASPC's meeting webpage.
- Mention in the ASPC's meeting mobile app.
- One (1) push notification sent to all attendees who have downloaded the meeting app.
- One (1) e-blast sent to pre-registered attendees.
- One (1) complimentary one-time use pre-registrant attendee mailing list.
Design, production, and mailing is the responsibility of Symposium Host. All pre-registrant mailings are subject to approval by the ASPC before printing and distribution. This list is approved for one-time use only. One additional list may be purchased for \$500.00. Disclaimer and verbiage to state: "This event is not part of the American Society for Preventive Cardiology's Annual Congress as planned by the ASPC Education Committee and is not being certified for CME/CE credit."
- Approval to display two (2) 24 X 36 signs at the host hotel. Symposium Host is required to have at least one (1) sign.
Design and production of all signage is the responsibility of the Symposium Host. Proof of sign must be submitted to the ASPC for approval prior to printing. Disclaimer and verbiage to state: "This event is not part of the American Society for Preventive Cardiology's Annual Meeting as planned by the ASPC Education Committee and is not being certified for CME/CE credit."
- Inclusion of one (1) informational insert to be included in attendee meeting bags.

Design and production of the bag insert is the responsibility of the Symposium Host. Bag inserts must be approved by the ASPC prior to printing. Disclaimer and verbiage to state: "This event is not part of the American Society for Preventive Cardiology's Annual Meeting as planned by the ASPC Education Committee and is not being certified for CME/CE credit.

Symposium Guidelines

- All symposia must be approved by the ASPC and shall only be held in approved ASPC meeting space.
- Sleeping rooms must be reserved under the contracted room block set up by the ASPC.
Reservations must be made NO LATER than 45 days prior to the meeting date.
- Those attending the symposium are not required to register for the Congress. However, if attendees are not registered, they will be denied access to the ASPC sponsored sessions, activities and catered events.
- The Symposium Host shall designate an organizer to serve as a main point of contact for all communications regarding the symposium.
- The Symposium Host shall pay all pass-through costs not included in the symposium, including but not limited to catering, marketing, lead retrieval, etc.
- The Symposium Host shall provide all promotional materials to the ASPC staff for review and approval at a minimum of two-weeks prior to distribution.
- Within two weeks following the symposium, the Symposium Host shall provide a list of all attendees to the ASPC.
- The Symposium Host shall end their Satellite Symposium on time, as stated in established timeslot.

Cancellation Policy

- The symposium fee is due to the ASPC no later than 8 weeks prior to the symposium date.
- A cancellation fee of \$2,000 will apply once application is received. No refund will be supplied if canceled within 8 weeks of the meeting date, unless the symposium slot is sold to an alternate applicant.

Application Review, Selection, and Notification Process

- Applications for Satellite Symposia must be submitted before the deadline listed above and before submitting to a commercial supporter.
- Requested times will be honored as space and topic permit on a "first-received, first-assigned" basis.
- Content must complement (and may not duplicate) the official Scientific Programming offered by the organization. ASPC Preliminary Programs with topics and speakers identified will be posted on www.aspconline.org approximately 120 days prior to each meeting.
- Receipt of complete applications will be confirmed by e-mail.

Applications will be reviewed within a two-week timeframe. Notification of acceptance (or required changes) will be sent by e-mail to the primary contact.

- The ASPC, at its sole discretion, reserves the right to refuse selection if all slots are filled, the activity or the organizer is non-compliant with accreditation standards, or the activity does not meet the needs of the audience or the ASPC. If an application is not accepted, the organizer shall be notified as soon as possible. It is the responsibility of the organizer to cancel any arrangements that might have been made in connection with the symposium. The ASPC will not be responsible for any expenditure or other costs incurred by the organizer or its agent(s) in planning or conducting the symposium.

2019 ASPC Congress Satellite Symposium Application

Deadline: May 15, 2019; 5:00 PM EST

The ASPC will continue to accept applications if all time slots are not filled at the time of the initial deadline. Providers, supporters, or third-party planners interested in holding Satellite Symposia at the ASPC 2019 Congress must complete this application and agree to adhere to the guidelines and cancellation policy.

Symposium Host / Applicant:		
Company Name:		
Preferred Time Slot:		
Address:		
City:	State:	ZIP:
Telephone:	Fax:	E-mail:
Contact Name, Title:		

I accept responsibility for informing all of our employees and speaker(s) involved in the Satellite Symposium of the ASPC guidelines and for ensuring that they will abide by them. I understand that if we violate the guidelines, we may not be allowed to host the Symposium and may not be permitted to participate in future ASPC meetings. I also understand the cancellation policy for canceling our event.

My signature below verifies that I have read and accept the ASPC 2019 CONGRESS ON CARDIOVASCULAR DISEASE PREVENTION SATELLITE SYMPOSIA GUIDELINES AND CANCELATION POLICY.

Symposium Host Authorized Signature:

Commercial Supporter(s): (List additional supporters and co-marketing companies involved with this event on separate attachments.)		
Company Name:		
Third-Party Organizer: (if applicable)		
Company Name:		
Address:		
City:	State:	ZIP:
Telephone:	Fax:	E-mail:
Contact Name, Title:		

Program title:
Proposed program/agenda:
Learning objectives:
Abstract-style summary of program content:
Names, affiliations, and complete contact information of course director/program chair and all suggested faculty:

Please note incomplete applications will not be processed.

Information on this page can be submitted as a separate document.

Return application via mail or email:

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 904-217-7407

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