

2021 SATELLITE SYMPOSIA GUIDELINES

ASPC Virtual Summit on CVD 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 2021 Virtual Summit 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 2021 Virtual Summit. Please contact the ASPC if you have any questions.

Application Deadline:

Friday, May 14, 2021

Return applications via email or for questions contact:

Maggie Kincaid

904-233-0282

mkincaid@asponline.org

Satellite Symposia Opportunities

ASPC 2021 Virtual Summit on Cardiovascular Disease Prevention

ASPC 2021 Virtual Summit on CVD Prevention

July 23-25, 2021

Total attendance anticipated at the 2021 Virtual Summit on Cardiovascular Disease Prevention is approximately 400+ physicians, nurses, and allied health professionals. We anticipate 100 + participants to attend each Satellite Symposium. The ASPC has designated the following dates and times for satellite symposia which will not compete with the ASPC Virtual Summit.

| Event Type | July 23 | July 24 |
|-------------------|--|---------------------------|
| Morning Symposium | N/A | \$18,000 7:00–8:30 AM* |
| Evening Symposium | \$25,000 SOLD 7:30–9:00 PM* | \$20,000 7:30–9:00 PM* |

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

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

- A virtual meeting Room - with AV tech or sponsor can utilize own vendor and link banner to ASPC virtual summit platform.
- ASPC Point of Contact to help with preliminary planning and operate as liaison between Virtual platform and Symposium Planner.
- Listing on ASPC’s meeting webpage.
 - To include title, faculty, brief description, sponsorship information, and registration link provided by the sponsor.
- Listing 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 attendee created by the symposium host to be compatible with mail chimp.
- 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 one-time use 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 Virtual Summit as planned by the ASPC Education Committee and is or is not being certified for CME/CE credit.”

Inclusion of one (1) informational insert to be included in attendee meeting boxes. Creative by the Symposium host no larger than 8.5X11" and max weight .05. Must include Disclaimer: *This event is not part of the American Society for Preventive Cardiology’s Virtual Summit as planned by the ASPC Education Committee and is or is not being certified for CME/CE credit.*

Email completed applications to: mkincaid@asponline.org

Symposium Guidelines

- All symposia must be approved by the ASPC.
- 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 and symposium host must have provide their own registration link.
- 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 marketing, lead retrieval, etc.
- The Symposium Host shall provide all promotional materials to the ASPC staff for review and approval.
- 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.

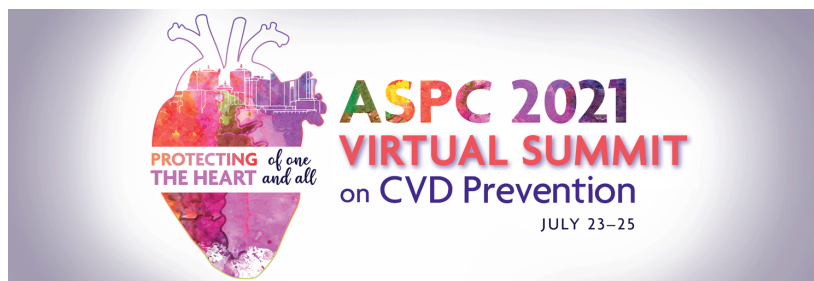
Application Review, Selection, and Notification Process

- 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 90 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.

Email completed applications to: mkincaid@aspconline.org



2021 ASPC Virtual Summit Satellite Symposium Application

Deadline: May 14, 2021 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 2021 Virtual Summit Must complete this application and agree to adhere to the guidelines and cancellation policy.

| | | |
|--|---------------|------------------|
| Satellite Symposium Host/Application: | | |
| Company Name: | | |
| Billing Address: | | |
| City: | State: | Zip code: |
| Telephone: | Fax: | Email: |
| Contact Name: | | |
| Contact 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 2021 VIRTUAL SUMMIT ON CARDIOVASCULAR DISEASE PREVENTION SATELLITE SYMPOSIA GUIDELINES AND CANCELATION POLICY.***

| |
|---|
| Symposium Host Authorized Signature: |
|---|

Email completed applications to: mkincaid@asponline.org

Commercial Supporters/Sponsors

(List additional supporters and co-marketing companies involved with this event on separate attachment.)

Company Name(s):

Third-Party Organizer: (if applicable)

Company Name:

Address:

City:

State:

Zip Code:

Phone:

Fax:

Email:

Contact Name and Title:

Program Title:

Brief Description:

Proposed Agenda:

Learning Objectives:

Suggested Program Chairs and Faculty (Please include complete contact information for all)