

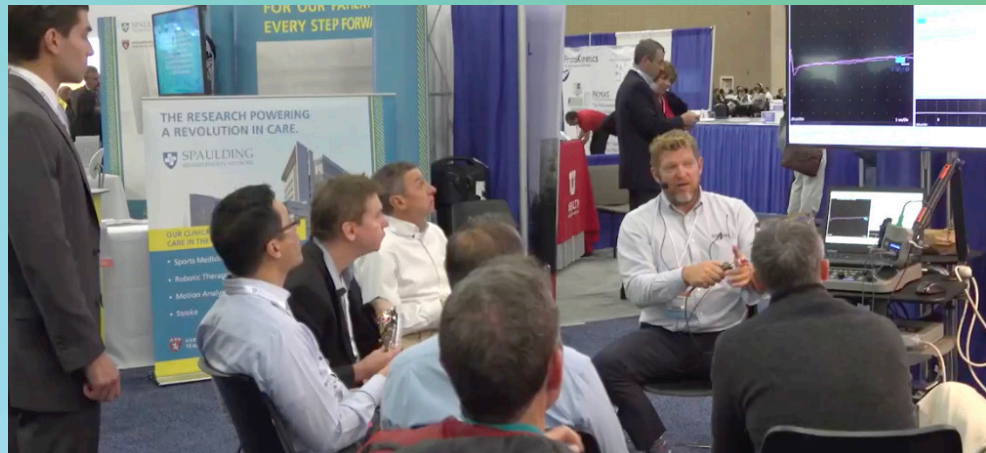
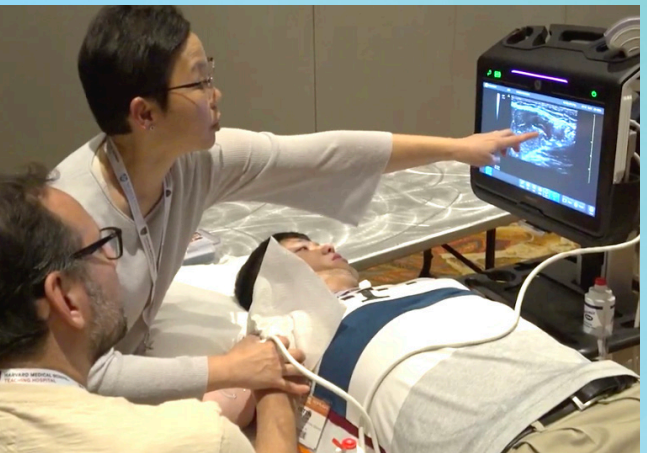
# SATELLITE SYMPOSIA

## APPLICATION & GUIDELINES

# #aapmr23

### ANNUAL ASSEMBLY AND TECHNICAL EXHIBITION

### NOVEMBER 15-19 NEW ORLEANS, LA



## PROGRAM DESCRIPTION AND DETAILS

### Target Audience

The American Academy of Physical Medicine and Rehabilitation (AAPM&R) is the national medical specialty organization representing more than 10,000 physicians who are specialists in physical medicine and rehabilitation (PM&R). PM&R physicians, also known as physiatrists, treat a wide variety of medical conditions affecting the brain, spinal cord, nerves, bones, joints, ligaments, muscles, and tendons. Physiatrists utilize cutting-edge as well as time-tested treatments to maximize function and quality of life.

### Anticipated AAPM&R Overall Attendance

**3,000 attendees from target audience**

Estimated attendance is provided as a guideline. Actual attendance may yield a lower or higher number.

### Symposium Fee

**\$55,000** Fees are non-refundable and nontransferable.

### Symposium Program Design

The standard program format for an AAPM&R corporate symposium is to have one to three presenting speakers delivering content for up to 60 minutes, including Q&A. Other formats may be accepted upon AAPM&R review and approval.

Included	Symposium
Location: Hilton New Orleans Riverside	
Attendees	Up to 150
Food & Beverage*	✘
Basic AV	✓
During Unopposed Hours	✓
Ability for Supporter to Preregister Attendees	✓
Use of 1 Badge Scanner Onsite	✓
Enduring: (Slides only hosted on the AAPM&R LMS for 1 year AAPM&R to promote activity 3 times)	✓
Marketing Package (Full page ad in the Official Program, 1 pre-show mailing list, 1 hotel door drop)	✓

\*Sponsor is responsible for ordering



### AVAILABLE SATELLITE TIMES

#### Thursday, November 16

Breakfast: 7 - 8 am

#### Friday, November 17

Breakfast: 7 - 8 am

Afternoon

Break: 4:30 - 5:30 pm

#### Saturday, November 18

Breakfast: 7 - 8 am

Afternoon

Break: 4:30 - 5:30 pm

### FOR MORE INFORMATION, CONTACT:

Lisa Koch  
Conventus Media  
Mobile: (617) 285-2320  
lkoch@conventusmedia.com  
www.aapmr.org

This application must be completed by all organizations planning to hold a continuing medical education (CME) event during the AAPM&R23 Annual Assembly. Organizations must complete this application and adhere to the attached Satellite Symposia Guidelines and Regulations and include copies of the Letters of Agreement between the CME provider and the commercial supporter when applicable. Please plan on submitting additional support material with the application. **Once approved, any revisions to the event's content, faculty, format, and supporters (CME and/or financial) must be communicated to AAPM&R in writing.**

## Title of Satellite Event/Program: \_\_\_\_\_

(Please print legibly throughout)

### SPONSORING ORGANIZATION

EXHIBITOR     NON-EXHIBITOR

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### COMMERCIAL SUPPORTER(S), IF APPLICABLE

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### AUTHORIZED CME PROVIDER OR THIRD-PARTY ORGANIZER (IF DIFFERENT FROM SPONSOR)

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SCHEDULING

AAPM&R will work with the applicant to schedule the activity. If the sponsoring organization is not an exhibitor at the Academy's Technical Exhibition, please add a 25% premium to the fee. By signing, individuals acting as an agent of their company, have read, understood and agree to be bound by any and all such conditions and regulations. This individual accepts responsibility for informing the employees, speakers, supporters and activity organizers of these conditions and for ensuring that they will abide by them fully. This individual further accepts responsibilities for penalties, which may be assessed upon violation of these conditions, as well as understands the implications associated with the cancellation of an event.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## LEAD FACULTY

Please Note: Academy policy does not permit any members of the Board of Governors, the executive director, editor-in-chief, Community Charis or the chair of the Program Planning Committee to participate in any Satellite Symposia or marketing presentations, including Educational Theaters/Forums at the Annual Assembly, in the role besides that of an attendee who receives not honorarium or reimbursement.

(Please print legibly throughout)

### LEAD FACULTY

**Lead Faculty** Name & Designation (i.e., DO, MD):

\_\_\_\_\_

Title: \_\_\_\_\_

AAPM&R member:  YES  NO

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### OTHER FACULTY

**Other Faculty** List Name & Affiliations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### RATES & FEES

**Exhibitor Rate: \$55,000**

Includes:

**Enduring:** Slides only hosted on AAPM&R's Online Learning Portal for one year

**Marketing:** Full page ad in *Official Program*, attendee mailing list, hotel door drop, event included in main program schedules (deadline dependent)

AAPM&R to promote enduring activity to membership

*Sponsor responsible for Food and Beverage.*

### SIGNATURE/REVIEW

**Send applications and any supporting materials with Letter(s) of Agreement to [lkoch@conventusmedia.com](mailto:lkoch@conventusmedia.com).** Application should be received by July 14, 2023, to allow time for approval and ensure inclusion in the *Official Program*. Upon approval of this application, AAPM&R staff will assign space. Payment must be paid in full within 30 days of approval notification from AAPM&R. At that point, the CME provider may proceed with making the arrangements for the proposed activity. Upon receipt of payment, AAPM&R will provide facility contact information. If the fee is not paid by the deadline specified, the application will be forfeited, and the opportunity will be given to the next applicant (in priority order). For questions, call (617) 285-2320.

### AAPM&R APPROVAL (INTERNAL USE ONLY)

\_\_\_\_\_  
AAPM&R Authorizing Signature

\_\_\_\_\_  
Date

### CO-CHAIR

**Co-Chair's** Name & Designation (i.e., DO, MD):

\_\_\_\_\_

Title: \_\_\_\_\_

AAPM&R member:  YES  NO

Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

# SATELLITE SYMPOSIA GUIDELINES AND REGULATIONS

#aapmr23

NEW ORLEANS, LA  
NOVEMBER 15-19, 2023

## GUIDING PRINCIPLES

AAPM&R is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor CME activities for physicians. As an ACCME-accredited sponsor, AAPM&R must assure that all of its CME activities enhance the physician's ability to care for patients.

AAPM&R adheres to the accreditation criteria of ACCME, as well as the ACCME Standards for Commercial Support. In addition, AAPM&R adheres to the American Medical Association's Code of Medical Ethics and the Council for Medical Specialty Society's (CMSS) Code for Interactions with Companies.

Educational symposia that have not been planned or sponsored by AAPM&R are considered satellite events. Therefore, there can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored by, or endorsed by AAPM&R.

AAPM&R requires that all CME activities also be in compliance with the Standards for Commercial Support and accreditation criteria established by ACCME. Providers of these activities are expected to meet the requirements established by ACCME. CME Satellite events may only be held during designated times. All promotional materials associated with satellite events must be reviewed and approved by AAPM&R prior to distribution.

Accepted satellite programs will receive:

- A listing in the *Official Program* distributed onsite to all attendees and on the Academy website
- One pre-registrant mailing list upon review and approval of mailing piece, one-time use only
- Signage in Registration Area
- One hotel door drop

Accepted satellite programs are eligible to promote their event in the following ways:

- Registration Bag insert – Distributed to attendees upon review and approval, in accordance with AAPM&R promotional guidelines. Registration bag insert fee: \$10,000
- E-Newsletter – Sent to AAPM&R attendees highlighting Assembly events. E-Newsletter fee: \$1,575
- Meterboard – Meterboard placed in high traffic area of the Center. Meterboard fee: \$5,500

## EVENT PRICE

The Academy charges an administrative fee of \$55,000 to hold a satellite event if the sponsoring organization/company is a current AAPM&R exhibitor. If the sponsoring organization/company is not an AAPM&R exhibitor, then a 25% premium applies.

- \$55,000 for AAPM&R exhibitors

## ENDURING MATERIALS

Approved satellites include the capturing of education and hosting on AAPM&R's Online Learning Portal ([onlinelearning.aapmr.org](http://onlinelearning.aapmr.org)) for 1 year. If the supporter wishes to offer CME for the enduring activity, they will be responsible for doing so.

## AVAILABLE SATELLITE TIMES

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### Friday, November 17th

Breakfast: 7 - 8 am

Afternoon Break: 4:30 - 5:30 pm

### Saturday, November 18th

Breakfast: 7 - 8 am

Afternoon Break: 4:30 - 5:30 pm

## APPLICATION PROCESS

Applications for CME satellite events must be received by Friday, July 14, 2023, to be included in the Official Program. Due to space and time constraints, a limited number of opportunities are available on select mornings and evenings during the Annual Assembly; therefore, interested organizations should prepare and submit an application for review as soon as possible.

All information and program/event content provided on the application will be reviewed by the Program Planning Committee chair and any others deemed necessary to determine its ability to meet the educational and informational needs of AAPM&R members.

Once the application form has been submitted, the requesting organization will be contacted via email within two to three weeks regarding the outcome of the proposal. Meeting space will be assigned by the Academy, and once payment is received, AAPM&R will provide the facility contact information for planning purposes.

Once approved, any revisions to the event's content, faculty, format, and sponsors (CME and/or financial) must be communicated to AAPM&R in writing.

In the event that final approval is not granted, AAPM&R will not be responsible for canceling any prior arrangements made by the requesting organization in connection with or in advance of the event. In addition, AAPM&R is not responsible for any costs incurred for the event itself.

The signed application must be received before a time slot can be assigned. Applications without a signature will not be processed. Confirmation letters will be sent, and payment is due within 30 days to secure slot. Written notification of cancellation must be received by AAPM&R on or before the dates specified. If space is canceled prior to May 3, 2023 a full refund, less a \$500 administrative fee will be made. If time slot is canceled between the dates of May 3 to July 1, 2023, 50% of the total fees for the canceled time slot will be retained by AAPM&R. If time slot is canceled after July 1, 2023, the organization shall remain liable to AAPM&R for the total rental fee for the cancellation. Applications should be received by July 14, 2023, to allow time for approval and ensure inclusion in the Annual Assembly Official Program. Upon approval of this application, AAPM&R staff will assign space.

AAPM&R values your business and will work with you, within our policy guidelines, to meet your event and media objectives.

## FOR MORE INFORMATION, CONTACT:

Lisa Koch Conventus Media

Mobile: (617) 285-2320

[lkoch@conventusmedia.com](mailto:lkoch@conventusmedia.com) [www.aapmr.org](http://www.aapmr.org)

**Check here and initial \_\_\_\_\_ that you have read through**

**and fully understand and agree to the guidelines.**