

Industry-Sponsored Satellite Symposia Information and Application

*October 8-11, 2009
Omni Fort Worth Hotel
Fort Worth, Texas*





AMERICAN COLLEGE OF OSTEOPATHIC
OBSTETRICIANS AND GYNECOLOGISTS

Dear ACCOOG Annual Conference Exhibitor:

Thank you for your interest in planning an Industry-Supported Satellite Symposium in conjunction with American College of Osteopathic Obstetricians and Gynecologists' 2009 Fall Conference.

The ACCOOG Fall Conference is scheduled for October 8-11, 2009 in Fort Worth, Texas at the Omni Fort Worth Hotel.

Enclosed you will find the 2009 Industry-Supported Satellite Symposia Guidelines and an application. Industry-Supported Satellite Symposia are educational programs, which may or may not be CME-certified. Preference is given to CME-accredited programs and priority preference is given to programs designated as Category 1A by the American Osteopathic Association.

If your organization would like to be considered for an Industry-Supported Satellite Symposia program, please review this packet and submit all applicable forms and payment. ACCOOG approval is required for all functions held in conjunction with our meetings. We look forward to your participation!

Best regards,

Steve P. Buchanan, DO, FACOOG (Dist)
Executive Vice President

2009 INDUSTRY-SUPPORTED SATELLITE SYMPOSIA GUIDELINES

Please ensure that all relevant personnel of the CME Provider/Accredited Sponsor, Supporting Organization(s), Program Organizer/Communications Company and all representatives are made aware of the following guidelines. Compliance is not optional and may impact your promotional efforts and eligibility for involvement with future meetings.

DEFINITIONS (for purpose of these guidelines):

An Industry-Supported Satellite symposium is:

- An educational program, which may or may not be CME-certified;
- Planned and implemented by an organization external to ACOOG;
- Neither sponsored nor endorsed by ACOOG; and
- Not part of ACOOG's 2009 Fall Conference
- Is one to one and one-half hours in length
- Is an educational, research or marketing program involving attendees of ACOOG's Fall Conference

CME Provider/Accredited Sponsor:

The organization planning the CME content certifying the activity for CME credit, e.g., hospital, university, society, etc.

Commercial Supporter:

The organization(s) providing funding for the symposia program, e.g. pharmaceutical, device or medical supply company. Only a confirmed exhibitor can be a commercial supporter of satellite symposia.

Program Organizer:

The organization arranging logistical details of the program, e.g. communications company, agency, CME provider, etc.

NUMBER OF EVENTS

ACOOG will determine the maximum number of industry-supported satellite symposia permitted at its conference. These events will not interfere with ACOOG educational programming or educational events during the 2009 Fall Conference. These events may overlap with ACOOG-planned social functions.

Applications will be reviewed on a first-come, first-served basis. Only complete applications will be accepted for processing. Incomplete applications will not be accepted. ACOOG will not be responsible for determining if companies securing the same time slots are competitors. Review 'Deadlines' below.

SCHEDULING

Requests for a specific date require ACOOG approval. Requests will be considered on a first-come, first-served basis and are based on space availability at the hotel. Note: meeting room rental may be charged by the hotel.

You will be contacted if your date request cannot be accommodated. ACOOG has designated the following dates and times for satellite symposia programs:

Breakfast Satellite Symposium

- Saturday, October 10, 2009; 6:30 am – 7:45 am
- Sunday, October 11, 2009; 6:30 am – 7:45 am

Lunch Satellite Symposium

- Friday, October 9, 2009; 11:45 am – 1:00 pm
- Saturday, October 10, 2009; 12:00 pm – 1:30 pm

During these times, ACOOG will not provide meals for participants. Information on menu selections and costs will be provided in your approval letter. Call Cissy Childs at 817-735-5188 for more information.

THIRD PARTY PLANNERS

Exhibiting companies are subject to all Rules and Regulations regarding Industry-Supported Satellite Symposia. It will be the responsibility of the Third Party Planner to communicate with the exhibiting company.

CME GUIDELINES

Industry-Supported Satellite Symposia may be certified for CME credit. ACOOG will not designate CME credit for these programs. Those wishing their symposium to be CME-certified must obtain certification from another accredited CME Provider/Accredited Sponsor (hospital, university, etc). *Preference is given to CMEcertified activities and priority preference is given to CME activities certified as Category 1A by the American Osteopathic Association.*

All Industry-Supported Satellite Symposia offering CME must be in compliance with the most current essentials and policies of the Accreditation Council for Continuing Medical Education (ACCME), the American Medical Association (AMA) and the American Osteopathic Association (AOA), including but not limited to the *Standards for Commercial Support of Continuing Medical Education* and AMA's *Ethical Opinion of Gifts to Physicians from Industry*. It is the responsibility of the CME provider (of the satellite symposium) to ensure that the satellite symposium meets all the criteria necessary for designation of CME credit.

When applicable, certification that the program offers CME credit and what type of credit must be presented with application. Approval of proposed symposia will be based on these and other regulations outlined below.

EVALUATION DATA

All Industry-Supported Satellite Symposia programs offering CME credit are required to provide attendees with a mechanism to evaluate the symposium. ACOOG must also receive a complete report of the evaluation results. Attendees must be asked to evaluate the program for objectivity and/or the presence of commercial bias.

At a minimum, the evaluation mechanism must include 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 provide details: _____

A complete attendee list for the symposium and the evaluation results must be provided to ACOOG within 6 weeks of the event. Failure to do so may result in your inability to host a satellite symposium in the following year.

PROGRAM CONTENT

All Industry-Supported Symposia designated for CME credit must be balanced education programs, free of commercial bias and conform to the ACCME's definition of CME.

ADMINISTRATIVE FEE

The administrative fee for holding an Industry-Supported Satellite Symposium is \$10,000 per symposium. When submitting your application form, please enclose a check payable to:

ACOOG
TAX ID Number: 38-6094734

ACOOG is a registered non-profit organization 501(c)6.

Applications cannot be reviewed until this fee is received. All other expenses are the responsibility of the industry supporter, CME provider and/or the program organizer.

If the symposium is approved you will be notified in writing. Along with the confirmation letter you will receive information to:

- Obtain your complimentary pre-registered attendee mailing list (list is seeded to ensure one-time use)
- Obtain an additional use of pre-registered mailing list OR post show mailing list ((list is seeded to ensure one-time use)
- Order form to purchase additional pre-registered mailing list uses
- Hotel contact information
- The discount deadline for early registration is September 16, 2009. We cannot guarantee labels prior to that date since many wait to register until the deadline date.

NOTE: All marketing materials related to Industry-Supported Satellite Symposia are subject must be approved by ACOOG prior to printing or distribution.

Information regarding Industry-Supported Satellite Symposia will be included in our on-site official program. Additionally, ACOOG will list approved symposia on its Internet Site.

INVITATIONS/PROMOTIONS

Any and all invitations or solicitations to attend an Industry-Supported Satellite Symposium must receive ACOOG approval prior to distribution or posting. All materials, signs, brochures, etc. must contain the following statement:

This event is not sponsored by or endorsed by ACOOG.

Please submit all materials at least six weeks prior to the event to:

Cissy Childs
ACOOG Convention Mgmt
8851 Camp Bowie West, Suite 120
Fort Worth, TX 76116

Note: Marketing materials for CME-certified activities must comply with CME guidelines.

Once approved, any proposed revisions must be submitted to ACOOG for approval, as well. If marketing of the symposium is planned on an Internet site external to ACOOG, please include that address with the submitted marketing materials.

Promotional materials of any kind may not use the ACOOG logo. These rules apply to materials developed for use before, during and after the official conference. **Please do not go to print with any materials before they have been approved by ACOOG.**

ACOOG strongly recommends **one** of the following statements be included on any advertisements, invitations or mailings that apply to an approved industry-supported satellite symposia:

- 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 200
- On-site registration available for the first ____ attendees

The distribution of literature, invitations, etc. at the ACOOG 2009 Fall Conference is to be confined to the assigned exhibit spaces in the Omni Fort Worth Hotel.

Note: approved hotel guest room drops do not apply.

SIGNAGE

For on-site promotion, two (2) signs may be placed throughout the hotel where the function is being held, on the day of the symposium, with the hotel's permission. Additionally, you may have one (1) sign at the door of the symposium room, for a total of three signs. ACOOG will remove signs over the limit without notice.

Signs may also be placed within the exhibit space assigned to the CME Provider/Accredited Sponsor or Commercial Supporter. However, signs may not be placed inside or around any hotels other than the hotel where the symposium is taking place.

Signs promoting satellite symposia are considered marketing and are, therefore, subject to ACOOG review prior to display.

NO IMPLIED ENDORSEMENT

Industry-Supported Satellite Symposia are considered unofficial (not sponsored by ACOOG). There can be no implication in any promotional materials or mailers that the symposia programs are presented in cooperation with ACOOG. The use of the logo is strictly prohibited.

EVENT LOCATION

ACOOG will work with our hotel contact to provide meeting space within Omni Fort Worth Hotel. **The space will be secured on a first-come, first-served basis on behalf of companies who have approval.** The hotel address, the meeting room and the hotel contact will be included in the confirmation letter.

DERIVATIVE PRODUCTS

Derivative products (monographs, audio-cassettes, CD-ROMs, videos, web-broadcasts, etc.) based on the satellite symposium are encouraged, but not required.

HOUSING

For your convenience, ACOOG will include discount housing information with your confirmation letter. You will be required to make your own reservations. Housing information should be completed for symposia faculty and organizers as it is for exhibit booth personnel.

AUDIO VISUAL

ACOOG's preferred audio visual contractor can assist you with your meeting equipment requirements.

ADDITIONAL INFORMATION

- Professional attendance for the 2009 ACOOG Fall Conference is expected to be more than 200.
- It is recommended that you plan for between 50-150 participants, unless your meeting has an attendance limit.
- Costs and On-site Management
Once ACOOG approves your application, it is your organization's responsibility for all costs relating to the meeting (i.e. any fees incurred by the hotel for audio visual, catering, hotel guest room drops, CME-certification, faculty etc.). It is also the organization's responsibility for marketing this event, registering attendees, providing handouts and all on-site management.

VIOLATIONS

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, ACOOG 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 ACOOG, ACCME, AMA and AOA Guidelines.

ACOOG, 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 which does not comply with the aforementioned guidelines and/or the additional Exhibitor Guidelines.

Any organization knowingly promoting a blatantly promotional, biased meeting as an accredited CME activity will be reported to the appropriate accreditation organization, e.g. ACCME, AOA, etc.

APPLICATION INFORMATION

Only completed applications will be considered. Industry-Supported Satellite Symposia applications must contain the following items to be considered:

- Completed "Industry-Supported Satellite Symposia Application" with all required signatures
- Completed "Letter of Agreement". Note: only the enclosed ACOOG Letter of Agreement will be accepted
- Complete description of the symposium including:
 - Proposed program/agenda
 - Brief statement of need
 - Learning objectives
 - Abstract style summary of program content
 - Names, affiliations and contact information of course director/program chair and all faculty members
 - If CME-certified
 - Accredited CME provider contact information
 - Accreditation Statement
 - Number and type of credits being offered
 - (NOTE: ACOOG realizes the CME provider's information may not be available at time of application. If this is the case, information must be submitted at least four weeks after approval is granted, otherwise approval will be withdrawn)

PROPOSAL REVIEW AND NOTIFICATION

ACOOG will review the application proposal on a first-come, first-served basis. Acceptance for Industry-Supported Satellite Symposia will be based on full compliance of the application process, evidence of sound programming and history with ACOOG. You will be notified in writing if the application has been approved or not. If approved, all revisions to a symposium's content, faculty, or format must be communicated to ACOOG in writing.

The address of the hotel, the meeting room and the hotel contact will be included in the confirmation letter. You will be responsible for contracting with the hotel and for paying all expenses related to the symposium.

DEADLINE

Application and all required documentation must be completed and sent to ACOOG Convention Management by **July 24, 2009**.

PAYMENT

Any organization sponsoring a symposium is responsible for paying a \$10,000 administrative fee, per symposium. This fee is payable to ACOOG and must be included with the application for consideration. Forward payment and all requirements to:

Cissy Childs
ACOOG Convention Mgmt
8851 Camp Bowie West, Suite 120
Fort Worth, TX 76116

REJECTED APPLICATION

ACOOG reserves the right to reject any and all application for satellite symposia. Incomplete applications or applications rejected for poor educational design, grossly inappropriate content or professional misconduct will only be eligible for a refund of 75% (\$7500) and will receive a letter detailing the reason for rejection.

Applications rejected due to space availability (as determined by ACOOG) will receive a 95% refund. Applicants are **STRONGLY ENCOURAGED** to contact ACOOG Convention Mgmt (Cissy Childs, phone: 817-735-5188, e-mail: cchilds@hsc.unt.edu) to determine availability prior to submission of application and payment.

CANCELLATION

Once approved, ACOOG must be notified in writing of the cancellation of an Industry-Supported Satellite Symposium. For cancellations received by close of business on **August 21, 2009** ACOOG will issue a refund of 75% (\$7,500). No refunds will be issued for cancellations received on or after this date.

DISCLAIMER

ACOOG is not responsible for unsatisfactory attendance and/or marketing of the Industry-Supported Satellite Symposia. It's the responsibility of the Commercial Supporter to market this event. ACOOG will assign satellite symposia on a first-come, first-served basis. ACOOG assumes no responsibility or liability for **determining whether or not companies supporting symposia are considered competitors.**

The opinions presented at your session are solely those of the speaker and/or the commercial supporter. They do not represent the opinion of ACOOG. ACOOG does not review full presentations or evaluate the products or services discussed at these sessions, and it makes no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.

APPLICATION
Industry Supported Satellite Symposia

To be considered for approval for an industry supported satellite symposia, please review the preceding guidelines, complete this application and return it, along with all required attachments and payment. Incomplete applications will not be processed.



DEADLINE: July 24, 2009

Is your company (or the commercial supporter) registered as an exhibitor at the ACOOG 2009 Fall Conference?

Yes No (note: only exhibitors may support satellite symposia)

Please Type or Attach additional typewritten pages.

Program Information

Type of CME credit offered	<input type="checkbox"/> N/A <input type="checkbox"/> AOA (Category 1A) <input type="checkbox"/> ACCME (AMA PRA™)		
Will there be an attendance limit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what is the limit?	
Title of proposed symposium			
Proposed Agenda			
Brief statement of need (1,000 characters or less)			
Learning Objectives			
Abstract-style summary of the symposium (1,000 characters or less)			
Program Chair (name, title and affiliation)			
List of Faculty (include names, titles and affiliations)			
Briefly describe the educational methodology you intend to incorporate in this symposium, e.g. audience response system, debate, didactic, etc.			
If any derivative products are being developed, please explain and describe to whom and how they will be marketed			

Contact Information

Commercial Supporter

Company Name			
Contact Name & Title			
MAILING ADDRESS			
CITY		ST	ZIP
PHONE		FAX	
E-MAIL ADDRESS			

CME Provider (if no CME offered, check here and provider Program Organizer data below)
 CME credit will be awarded, however, CME provider details are not yet available

Provider Name			
Contact Name & Title			
MAILING ADDRESS			
CITY		ST	ZIP
PHONE		FAX	
E-MAIL ADDRESS			
Accreditation type and status			

Preferred Dates/Times

<u>Date/Time</u>	<u>Preference</u>
------------------	-------------------

Breakfast Satellite Symposium

Saturday, October 10, 2009; 6:30 am – 7:45 am	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sunday, October 11, 2009; 6:30 am – 7:45 am	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Lunch Satellite Symposium

Friday, October 9, 2009; 11:45 am – 1:00 pm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Saturday, October 10, 2009; 12:00 pm – 1:30 pm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

I have read and agree to the guidelines and requirements stated above.

Name		Title	
Signature		Date	

Checklist for Industry Supported Satellite Symposia

Please ensure the following items are included with your application. Incomplete applications will not be reviewed.

- Completed application with required signatures
- Additional pages or information you feel are required for ACOOG to properly review your application
- CME provider's contact information (if available, but no later than 4 weeks following acceptance)
- Payment of full administrative fee (Check payable to ACOOG, Tax ID number 38-6094734)

Please submit these items prior to **July 24, 2009.**

Mail or deliver to:

Cissy Childs
ACOOG Convention Mgmt
8851 Camp Bowie West, Suite 120
Fort Worth, TX 76116

Phone: 817-735-5188
E-mail: cchilds@hsc.unt.edu

Please contact Ms. Childs with any questions. Thank you!