



Satellite Symposium Submission Guidelines

Satellite symposia are opportunities for industry to provide educational sessions to attendees of the American Society of Tropical Medicine and Hygiene 58th Annual Meeting.

Satellite Symposium Proposal Process

- The satellite symposium proposal submission deadline is **April 7**.
- A scientific review committee will evaluate and approve satellite symposium proposals.
- ASTMH headquarters will issue acceptance notices in mid-May.

New for 2009! This year's fee schedule gives satellite symposium organizers the opportunity to reserve a timeframe without any concurrent programming.

Morning Sessions – available during the times shown below

Thursday, November 19; 7 am – 8 am

Friday, November 20; 7 am – 8 am

Saturday, November 21; 7 am – 8 am

- \$15,000 per satellite symposium
- \$20,000 per satellite symposium, no concurrent satellite symposia will be scheduled

Evening Sessions – available during the times shown below

Thursday, November 19; 7:15 pm – 9 pm

Friday, November 20; 7:15 pm – 9 pm

- \$20,000 per satellite symposium
- \$25,000 per satellite symposium, no concurrent satellite symposia will be scheduled

Dates, times and guarantee of no concurrent sessions will be filled on a first come, first-served basis. Please request your preference now.

The fee is payable to ASTMH as an unrestricted educational donation in support of the annual meeting and includes:

- Meeting room rental at the Marriott Wardman Park, Washington, DC, site of the ASTMH 58th Annual Meeting
- Meeting room set-up consisting of theater-style seating, head table and podium
- Standard ASTMH conference audio-visual set-up of LCD projector, screen and podium microphone
- Pre-registration list in Excel format approximately four weeks prior to conference dates (postal mailing addresses only; e-mail addresses not included)
- Post-meeting registration list in Excel format (postal mailing addresses only; e-mail addresses not included)
- Satellite symposium program (session title, description, presentation titles and speakers) listing in the ASTMH 58th Annual Meeting Online Program Planner, available on the ASTMH Web site approximately three months prior to conference dates
- Satellite symposium program (session title, description, presentation titles and speakers) listing in the ASTMH 58th Annual Meeting Final Program
- One attendee registration packet insert per symposium, to be provided by satellite symposium organizer after ASTMH approval
- Complimentary small meeting room from Thursday, November 19 through Sunday, November 22
- Recognition as an ASTMH 58th Annual Meeting supporter in Final Program, signage and welcome slides.

Letter of Agreement

As a provider of continuing medical education (CME), ASTMH follows the policies of the Accreditation Council for Continuing Medical Education (ACCME). ACCME policy indicates that each commercial supporter of the annual meeting must complete a Letter of Agreement.

Attached is a sample Letter of Agreement for your reference. ASTMH will send a Letter of Agreement to satellite symposia accepted for presentation. A signed Letter of Agreement will be required from accepted satellite symposia within two weeks of acceptance.

Continuing Medical Education (CME)

ASTMH does not provide continuing medical education credit for satellite symposia. Satellite symposium organizers seeking to offer CME for their sessions will need to obtain credit from an accredited CME provider.

In order to comply with CME rules, no ASTMH-sponsored programming will be held during the time blocks that have been set aside for satellite symposia.

ASTMH Annual Meeting Registration Fees

Satellite symposium participants (organizers, chairs, speakers) must pay the ASTMH annual meeting registration fee in order to receive ASTMH annual meeting registration materials and participate in annual meeting sessions.

Speaker Arrangements

Satellite symposium organizers are responsible for any arrangements involving speaker travel and honoraria.

Use of ASTMH Name and Logo

Any printed symposium invitations or announcements produced for the satellite symposia must receive ASTMH approval prior to printing. Invitations and announcements should clearly state that the program is a satellite symposium. The ASTMH logo cannot be used on satellite symposium promotional pieces.



Satellite Symposium Proposal Form

Return this form by **Tuesday, April 7**
to symposium@astmh.org.

To confirm receipt of your symposium proposal...

ASTMH headquarters will e-mail a receipt of your symposium proposal once your submission is received.
If you do not receive an e-mail acknowledging receipt of application within 72 hours of submission, please e-mail j.deacetis@astmh.org immediately.

Please print or type.

Symposium Organizer Name _____

Organization _____

Address _____

City _____ State _____ Postal Code _____

Country _____

Phone _____ Fax _____

E-Mail _____

Please indicate your preference for a morning or evening session. These requests will be filled on a first come, first-served basis.

_____ Morning Session

_____ Evening Session

If you are interested in reserving a timeframe when no concurrent satellite symposia will be scheduled, please indicate your schedule preference below. These requests will be filled on a first come, first-served basis.

Morning Sessions – no concurrent satellite symposia	Evening Sessions – no concurrent satellite symposia
_____ Thursday, November 19, 7 am – 8 am	_____ Thursday, November 19; 7:15 pm – 9 pm
_____ Friday, November 20; 7 am – 8 am	_____ Friday, November 20; 7:15 pm – 9 pm
_____ Saturday, November 21; 7 am – 8 am	

Symposium Title

Description (short 2-7 sentence description of symposium topic)

Learning Objectives (provide three learning objectives for this session; see samples below)

Objective 1:

Objective 2:

Objective 3:

Sample Learning Objectives

1. Participants will review the most common arboviral infections in Peru.
2. Participants will review the most important vectors of arboviral infections in Peru.
3. Participants will review immunopathogenic mechanisms associated with severe arboviral infections in Peru.

List below the topics and speakers you propose to for the satellite symposium.

Topic	Speaker Name and Institution
1.	
2.	
3.	
4.	

Questions? Contact:

American Society of Tropical Medicine and Hygiene

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**SAMPLE
LETTER OF AGREEMENT**

Regarding Terms, Conditions, and Purposes of an Educational Donation

between the American Society of Tropical Medicine and Hygiene and

_____ (Company)

(Form must be typed or printed legibly)

Title of CME Activity: _____

Location: _____

Commercial Supporter (Co. name/Branch): _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Contact Person: _____

The above company wishes to provide support for the named continuing medical education activity by means of (indicate which option):

1. Unrestricted educational donation for support of the CME activity in the amount of \$ _____

2. Restricted grant to reimburse expenses for:

A. Speaker(s) (1) _____ (2) _____

To include: All expenses ____ Travel only _____ Honorarium only _____

Honorarium amount (to be determined by Course Director) \$ _____

B. Support for catering functions (specify): _____

In the amount of \$ _____

C. Other (e.g., equipment loan, brochure distribution, etc.): _____

CONDITIONS

1. **Statement of Purpose:** Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.
2. **Control of Content and Selection of Presenters and Moderators:** Sponsor is responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program. The Company, or its agents, will respond only to Sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The Company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between Company and speaker, and will provide this information in writing. Sponsor will record role of Company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. **Disclosure of Financial Relationships:** Sponsor will ensure meaningful disclosure to the audience, at the time of the program, of (a) Company funding and (b) any significant relationship between the Sponsor and the Company (e.g., donation recipient) or between individual speakers or moderators and the Company.
4. **Involvement in Content:** There will be no "scripting", emphasis, or direction of content by the Company or its agents.
5. **Ancillary Promotional Activities:** No promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.
6. **Objectivity and Balance:** Sponsor will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. **Limitations on Data:** Sponsor will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
8. **Discussion of Unapproved Uses:** Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. **Opportunities for Debate:** Sponsor will ensure meaningful opportunities for questioning or scientific debate.
10. **Independence of Sponsor in the Use of Contributed Funds:**
 - a) Funds should be in the form of an educational donation made payable to the American Society of Tropical Medicine and Hygiene or its designee.
 - b) All other support associated with this CME activity (e.g. distributing brochures, preparing slides, etc.) must be given with the full knowledge and approval of the American Society of Tropical Medicine and Hygiene.
 - c) No other funds from the commercial Company will be paid to the program director, faculty, or others involved with the CME activity (additional honoraria, extra social events, etc.).
11. **Any Excess funds will be used by the sponsoring section to support education or research.**

The Commercial Supporter agrees to: 1) abide by all requirements of the ACCME *Standards for Commercial Support of Continuing Medical Education*; 2) acknowledge educational support from the Commercial Company in program brochures, syllabi, and other program materials, and 3) upon request, furnish the Commercial Supporter a report concerning the expenditure of the funds provided.

AGREED

Commercial Company Representative (name) _____

Signature _____ Date _____

Course Director (name) _____

Signature _____ Date _____