

## Roles and Responsibilities

By submitting a symposium proposal, the Symposium Organizer agrees to the following roles and responsibilities.

➤ **Symposium Organizer Responsibility:**

As the Organizer of this symposium, I agree to the symposium policies on behalf of all participants: Symposium Organizer, Co-Chair, and speakers. I affirm that I am responsible for advising the Co-Chair and speakers of all symposium policies.

➤ **Speaker Disclosure Information:**

I understand that speaker disclosure information for accepted symposia will be published and distributed to Annual Meeting attendees.

➤ **Symposium Organization:**

As an ACCME-accredited provider of continuing medical education (CME), any accepted symposium proposal that features a Symposium Organizer, Co-Chair, or speaker who is an employee of or has ownership interest in an ACCME-defined ineligible company (commercial interest) will not carry CME credit.

➤ **Membership Requirement for Symposium Organizer or Symposium Co-Chair:**

I understand that either the Symposium Organizer or the symposium Co-Chair must be an ASTM member by the submission deadline of February 26, 2025. I understand that if neither the Symposium Organizer nor the symposium Co-Chair indicated in the proposal are ASTM members on February 26, the proposal will not be considered for review.

➤ **Submission Fee for Symposium Proposals by February 26:**

I understand that all symposium proposals require a non-refundable processing fee of \$80 US payable by February 26, 2025.

➤ **Organizer Gives Permission to Record All Speaker Presentations:**

By submitting a symposium proposal for the Annual Meeting, and if the symposium is accepted for presentation, you as the Symposium Organizer give permission on behalf of the symposium participants for the American Society of Tropical Medicine and Hygiene, its agents and representatives to:

- Audio record and video record and produce on-demand Webcasts of your session presentations (for Livestream Sessions)

- Make the slides for your presentations available upon request to attendees after the Annual Meeting in the form of a PDF file (for Livestream and In-Person-Only Sessions)

The format of media distribution will be determined by the session format (Livestream or In-Person-Only)

You grant ASTM a nonexclusive, royalty-free license to distribute those electronic media, and to use the material they contain, including any materials the Symposium Organizer, Co-Chair and speakers choose to provide, for any lawful purpose, including publication in the conference proceedings, meeting app, sales to members and the general public, and/or distribution via the Internet. You confirm that the symposium speakers understand that they will receive no remuneration for such use.

➤ **No Funding Provided for Speakers:**

I understand that there is no funding provided by the Society for symposia. Symposium Organizers, Co-Chairs, and speakers are responsible for their own funding to attend the meeting. Symposium Organizers, Co-Chairs and speakers who are ASTM members will be offered a discounted registration rate. To encourage wider participation in the Society, each symposium will receive one complimentary Annual Meeting registration to be used by a symposium speaker who is not an ASTM member. This will be determined by the Symposium Organizer. All other nonmember symposium participants (Symposium Organizers, Co-Chairs and speakers) must pay the full registration fee.

➤ **Scheduling of Symposium:**

I understand that the symposium presenters must be available to present anytime between November 9-13, 2025. I understand that ASTM does not accept requests for any re-scheduling. I understand that final schedule assignments will be available in mid-September 2025.

➤ **Presentation Materials: No Advertising or Trade Names in Slides, Handouts:**

I confirm, as the Organizer, that the symposium speakers understand that any slides, abstracts and handouts presented during the symposium cannot contain advertising, trade names, product group messages or logos for ACCME-defined ineligible companies (i.e., commercial interests).

➤ **Assurance of Patient Confidentiality:**

I confirm that the symposium speakers understand that they are responsible for ensuring that any information presented regarding patients of health services be sufficiently edited or modified to ensure the confidentiality of the patients, unless the symposium speakers have obtained specific permission according to applicable ethical standards, laws and regulations from any patient about whom identifying information is presented.

➤ **Permission for Use of Name and Likeness:**

On behalf of the symposium speakers, I hereby give ASTMH, its agents and representatives the right to use the names and likenesses of symposium speakers in promotional and other material published in relation to the meeting.

➤ **Permission for Publication of Material:**

On behalf of my symposium speakers, I agree to grant ASTMH a one-time copyright for publication and reproduction of material that symposium speakers may provide for inclusion in the program materials, digital on-demand webcasts (MP4) (for Livestream Sessions) and presentation slides made available upon request to attendees after the Annual Meeting in the form of a PDF file (for Livestream and In-Person-Only Sessions). The copyright consists of any and all rights allowed by the copyright laws of the United States and all foreign countries. I confirm that the symposium speakers understand that the proceedings, including their contributions, will be made available in printed and/or digital form to Annual Meeting attendees, ASTMH members and other interested parties pursuant to policies established by the ASTMH Board of Directors.

I confirm that the symposium speakers understand:

- ASTMH will hold the copyright for the proceedings and its contents.
- The copyright of the compilation of materials in the proceedings is not the same as the copyright of an individual item of material included in the proceedings.

- Speakers are encouraged to include copyright notices as appropriate on all the materials that they choose to submit to ASTMH for publication.
- ASTMH takes no responsibility for registering any copyright and advises symposium speakers to take all appropriate steps to do so.
- On behalf of the symposium speakers, I authorize ASTMH to sell or otherwise distribute said proceedings to the membership and general public. In return, I confirm that the symposium speakers understand that ASTMH grants us the right to reprint our contributions in any publication.

On behalf of the symposium speakers:

- The collective contributions contain no matter that is defamatory or is otherwise unlawful or invades individual privacy or infringes on any proprietary right or statutory copyright.
- The contributions are original or that permission has been obtained at the speaker's expense from the copyright holder for publication and will submit documentation showing permission for use to ASTMH at the time of submission of the materials to be distributed.

➤ **Indemnification Agreement:**

I confirm that my symposium speakers agree to indemnify and hold harmless ASTMH, its agents and its representatives should the material we present or provide for publication be determined to defame, libel or slander an individual or organization, violate the confidentiality of any individual or organization, or infringe on another's copyright.