



## Industry-Supported Symposia Policies and Guidelines

### GENERAL INFORMATION

Industry-Supported Symposia (ISS) are unique forums for presenting educational information to Annual Meeting participants and are scheduled during breakfast and lunchtime slots each day during the Meeting. Approximately 750-1000 physicians and other health care providers are expected to attend AAGP's 2023 Annual Meeting in New Orleans, LA. Actual attendance at individual industry-supported symposia ranges from 300 - 450 individuals depending on the topic, reputation and quality of speakers, and innovation of educational presentation.

The following policies and guidelines are provided to ensure both the highest quality programming for meeting participants and compliance with the ACCME Standards for Commercial Support. Companies providing educational grants to support ISS agree that their company and its representatives will follow these policies.

All ISS must follow the guidelines for commercial support from the ACCME, the U.S. Food and Drug Administration (FDA), the American Medical Association (AMA), and other agencies and appropriate professional organizations.

The AAGP has policies that limit unofficial activities at the AAGP Annual Meeting. These unofficial activities include social functions, advisory committee meetings, and promotional events that are not planned or sponsored by the AAGP. All industry-supported educational symposia are meal events (either breakfast or lunch). There are limited slots available for the 2023 AAGP Annual Meeting in New Orleans, LA. All symposia are scheduled for 2 hours with the first 30 minutes for meal service and the remaining 90 minutes for the educational program.

### AAGP Responsibilities

#### Room Set

The room will be set as follows:

- A riser with Head table for appropriate number of speakers (unless otherwise specified)
- Rounds of 10 (final room set to be determined by AAGP based on registration numbers)

If these arrangements change due to hotel logistics, the symposia organizers will be notified.

#### Audiovisual

AAGP, through its contracted third-party A/V will provide and pay for the following:

- Equipment (1) screen (or multiple, if appropriate for the room)
- (1) laser pointer
- (1) LED projector (or multiple, if appropriate for the room)
- (1) podium microphone
- (1) lavalier
- (2) floor microphones for audience Q&A
- Tabletop microphones (1 for every 2 speakers)
- Labor (1) technician for up to 4 hours

*(Additional equipment may be ordered through the third party. Any additional cost is the responsibility of the satellite symposia sponsors company).*

**Lead Retrieval**

AAGP will provide each Satellite Symposium with (1) one lead retrieval devise for onsite attendee tracking.

**Promotion**

- All symposia will be listed in the official meeting schedule and on the Meeting website.
- Each symposium will be allowed to provide a 1-page insert to be distributed to all attendees via the conference bags. Deadline is February 23, 2023, and should be mailed to the below:

Attn: Brittany Tyrrell (Guest/AAGP Group Contact)  
 c/o FedEx Office Hyatt Regency New Orleans  
 601 Loyola Ave.  
 New Orleans, LA 70113

- AAGP will market electronically to all pre-registered attendees all Satellite Symposium Sponsor’s preferred registration/RSVP method.

**Speaker Review**

AAGP will work to schedule a 1-hour time slot (based on availability) for slide review

**Satellite Symposia Sponsor’s Responsibility**

The responsibilities of the medical education company are as follows:

**Program Content**

All Satellite Symposium Sponsors are responsible in entirety to all program content, management of content, speakers, and any registration.

**Evaluation/Reporting**

All Satellite Symposium Sponsors are responsible in entirety to any required evaluations and/or reporting in accordance with accreditation standards.

**CME**

All symposia are scheduled for 2 hours with the first 30 minutes for meal service and the remaining 90 minutes for the educational program. Each Satellite Symposium Sponsor is responsible for arranging, organizing and paying any fees associated with offering CME for their session.

**Session Registration**

Sponsor is responsible for any online registration system and/or RSVP process. AAGP will promote the sessions and registration instructions the sponsor shares. Pre-registration for Satellite Symposium are not

required and can be “first come, first served” onsite, if the sponsor wishes. Sponsor must provide your method to AAGP for distribution.

**Faculty Honoraria**

Any faculty honoraria are the sole responsibility of the Satellite Symposium Sponsor.

**Faculty Travel**

Faculty will be responsible for making all of their own travel and hotel arrangements/reservations. However, AAGP requests that all faculty stay at the AAGP host hotel.

**Food/Beverage**

It is the responsibility of the Satellite Symposium Sponsor to provide and pay for any food and beverage associated with the Satellite Symposium. All F&B must be ordered through the host hotel, the Hyatt Regency New Orleans. It is also the responsibility of the sponsor to be aware of and understand any possible limitations of attendees accepting food and beverage at a CME activity. F&B will go towards AAGP’s F&B minimum.

Deadlines for Submission

Submissions will be accepted by AAGP electronically until the slots designated for ISS are filled. The sooner the proposal is received the sooner it will be sent to the Review Committee for consideration. Program proposals received by October 31, 2022 will be given priority. Factors that are considered include: relationship to Annual Meeting theme; relevance to identified attendee needs; timeliness of topic; diversity among presenters; uniqueness of topic; creativity in presentation of material; and presentation balance between research and practice applications.

Evaluations

Sponsor will be responsible to provide their own evaluations and are solely responsible for any logistics of preparing, collecting and compiling the results.

Signs

*Outside the room:* Two signs, not to exceed 26 x 33 inches, or two pop-up banners, will be permitted onsite and may include a box to hold brochures. These two signs may be displayed no more than 24 hours before the start of the Satellite Symposium.

*Directional Signage:* A maximum of 3 pieces of directional signage may be placed in the public areas of the hotel. Placement of signs to be approved by hotel.

*Stage signage:* a maximum of 2 pop-up banners, one podium sign and a table cloth/banner for the head table will be permitted on the stage.

**Door drops or distribution of symposium invitations at onsite locations other than those specified are not permissible**

Signage to promote a program must be approved no later than, **January 15, 2023**

Proposal/Payment

Please use the below online form to submit proposal information. Once approved/assigned by AAGP, full payment of \$39,000 is due upon invoicing.

**ISS SUBMISSION FORM**

**Deadlines:**

Logistics:

- **Room set-** Confirm number of speakers needed for head table **BY January 15, 2023**
- **Audio Visual-** Confirm AV needs (communicate needs outside of standard equipment) **BY January 15, 2023**

- **Signage-** Provide AAGP with your signage copy for approval. **BY January 15, 2023**

Promotion:

- Provide AAGP with the final symposium title and description as it should appear in meeting materials. **BY January 15, 2023**
- Provide AAGP your logo for use in signage, meeting app, etc. **BY January 15, 2023**
- Provide AAGP with instructions to register for sharing with attendees. **BY January 15, 2023**
- Provide AAGP with (800) printed one-page inserts for conference bags. **BY February 23, 2023**

**Please Note: Promotion of the symposium is specifically forbidden in other areas of AAGP designated convention center or hotels. Materials found will be discarded. Giveaways or incentives to meeting attendees to attend a symposium, including inappropriate onsite promotional tactics, are prohibited.**