Satellite Symposium Guidelines

Reach an audience of key occupational and environmental health physicians and other professionals by sponsoring a Satellite Symposium at ACOEM’s American Occupational Health Conference!

Definition: A satellite symposium is a live educational program sponsored and funded by an outside organization, independently organized and offered, appended to the ACOEM American Occupational Health Conference (AOHC). It is neither sponsored nor endorsed by ACOEM.

Requirements:
A. Satellite symposia must offer objectivity and be non-commercial in nature.
B. It is the responsibility of the organizers to ensure that proper disclosure is provided to the audience regarding any industry-related financial ties of the faculty and any off-label uses of products discussed.
C. If offering CME, symposia must comply with ACCME Standards, and:
   a. content must be evidenced-based
   b. presentations/slides are to be peer-reviewed
   c. presenters who disclose unmanageable conflicts are prohibited from making practice recommendations
D. Key ACOEM leaders may not participate in satellite symposia as faculty, presenters, chairs, consultants or in any role other than that of attendees who receive no honorarium or reimbursement.

Attach the following information to the completed application:
1. Title of proposed symposium and a brief description
2. Agenda and list of proposed faculty with affiliations
3. Practice gap/educational need, learning objectives, target audience
4. Number of CMEs associated with the program, if applicable, and name of accredited CME provider
5. Indicate involved and sponsoring organization(s) and their role(s)

Applications are reviewed by ACOEM with a determination of acceptance based on factors including topic, educational need, appropriateness to audience, objectivity and complement to overall AOHC programming.

Schedule: Satellite symposia will normally occur outside the schedule of official AOHC activities and run no longer than two hours. Contact ACOEM as noted below for scheduling options.

Fees: Contact ACOEM regarding organizer fees. Registration fees are NOT to be charged to participants.

Organizer fee will include:
- Access to meeting room at conference headquarters venue, pending availability
- Placement of promotional signage near main conference registration at ACOEM’s discretion (sign production not included)
- Placement of directional signage on the day prior to and day of the event (sign production not included)
- One-time use of pre-conference registration list
- Symposium announcement in advance registration brochure and on conference website; may include link to event details and registration
- Announcement in final program/onsite guide distributed to attendees at registration
- One-page insert in attendee registration packet

Symposium organizers are responsible for:
- Room rental or set/re-set if charged by the venue
- Audio-visual equipment and labor
- Food and beverage, if provided
- Any support services, equipment, technology, on-site management and coordination
- Invitations and marketing – all promotional materials must clearly distinguish satellite symposium CME from ACOEM CME: mailers and all materials, messages and signage must be approved by ACOEM prior to distribution or posting.
- Registration processing and management
- Provision of CME (if offered) by an accredited organization to all qualifying participants
Satellite Symposium Application

Organization: ________________________________________________________________

Contact name: ___________________________ Title ________________________________

Address: __________________________________________________ City/State/ZIP: __________

Phone: ___________________________ E-mail: ________________________________

My signature constitutes that I have read, understood and accepted the requirements, guidelines and information as stated by ACOEM, and that my organization agrees to adhere to them. In particular I certify that, if offering CME, this activity will comply with ACCME Standards. I understand that failure to abide by these terms may result in loss of future consideration to hold a satellite symposium at an ACOEM conference.

Signature: ___________________________ Date: ________________

PLEASE KEEP A COPY FOR YOUR RECORDS AND RETURN TO:
Joyce Paschall, Director of Education
ACOEM, 25 Northwest Point Blvd, Ste 700, Elk Grove Village, IL 60007
jpaschall@acoem.org; Fax: (847) 818-9286; Phone: (847) 818-1800 x367

Remember to attach the following information (or insert below):
1. Title of proposed symposium and a brief description
2. Agenda and list of proposed faculty with affiliations
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FOR OFFICE USE ONLY: Reviewed by: ___________________________ Date: __________
Notes: ________________________________________________________________