

The Annual Assembly of the American Academy of Hospice and Palliative Medicine and the Hospice and Palliative Nurses Association

March 3-6, 2010 • Hynes Convention Center, Boston, MA

CE Satellite Symposia Guidelines

The following information and guidelines have been developed as a resource for you in the planning and implementation of a satellite symposium program. Please refer to these guidelines frequently.

Thank you for your interest in providing CE Satellite Symposia in conjunction with the 2010 AAHPM/HPNA Annual Assembly. Once again this year, more than 2,000 physicians, nurses and health professionals are expected to attend the largest clinical conference related to palliative care in the U,S,

AAHPM Mission Statement: The American Academy of Hospice and Palliative Medicine (AAHPM) is dedicated to expanding access of patients and families to high quality palliative care, and advancing the discipline of Hospice and Palliative Medicine, through professional education and training, development of a specialist workforce, support for clinical practice standards, research and public policy.

The Annual Assembly is a jointly sponsored event with the Hospice and Palliative Nurses Association. The mission of the **Hospice and Palliative Nurses Association** is promoting excellence in end-of-life nursing by:

- Promoting the highest professional standards of hospice and palliative nursing;
- Studying, researching, and exchanging information, experiences, and ideas leading to improved nursing practice;
- Encouraging nurses to specialize in the practices of hospice and palliative nursing;
- Fostering the professional development of nurses, individually and collectively;
- Responding to the changing needs of HPNA members and the populations they represent; and
- Promoting the recognition of hospice and palliative care as essential components throughout the health care system.

The American Academy of Hospice and Palliative Medicine (AAHPM) is accredited by the Accreditation Council for Continuing Medical Education (ACCME). The proposed programs must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.

If a proposal is accepted by the Planning Committee, the program will be scheduled as an official CE Satellite Symposium of the Annual Assembly in a Breakfast time slot. The

AAHPM Planning Committee will determine program placement. Once a time has been assigned, it cannot be changed. The symposia are considered official satellite events held in conjunction with the Annual Assembly.

The AAHPM Planning Committee will review all proposals. Ratings will be based on overall quality, scientific merit and broad-based appeal. Applications for satellite CE symposia must be received **November 1, 2009** to be included in the *Official Program*. Due to space and time constraints, a limited number of opportunities are available during the Annual Assembly. Therefore, interested organizations should prepare and submit an application for *review* as soon as possible.

Timeline

- **7/1/09** Submission tool available on www.aahpm.org
 - **11/1/09** Proposals for CE Satellite Symposia due to AAHPM
 - **11/20/09** Companies notified of acceptance and recommended revisions, as determined by the Planning Committee. An invoice and Letter of Agreement for the educational grant will be included with the acceptance letter.
 - **12/18/09** Educational grant and signed Letter of Agreement due to AAHPM. The session description submitted in the proposal will be used for the Program Book. A list of confirmed faculty is also due at this time. If a signed letter of agreement is not submitted, the program will not be included on the Web site, and in the program book.
 - **12/15/09** AAHPM Program Book advertising deadlines (optional, additional fee)
 - **1/23/10** AAHPM to provide logistical information packet, including: AV equipment, floor diagram and facility contacts.
 - **1/25/10** Room Drop Closing (optional, additional fee)
 - **1/27/10** Draft copy of invitation/marketing materials submitted to AAHPM for approval
 - **1/27/10** Requests due for additional audiovisual equipment, audience response system, etc.
 - **1/27/10** AAHPM will provide mailing labels for pre-registrations for meeting (date subject to change due to submission dates)
 - **3/6/10** Date of CESS
 - **5/1/10** Summary of program evaluations to AAHPM post-conference
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The process for submission, selection, and conduct of the CE Satellite Symposia is described below.

PROPOSAL SUBMISSION/SELECTION PROCESS

- Companies wishing to present a CE Satellite Symposium at the AAHPM Annual Assembly may do so by visiting our Web site at www.AAHPM.org following the link at the bottom of this page and completing a proposal form.

Categories for submission include:

- Hospice or Palliative Care Administrative/Programmatic Issues (e.g. program development, quality, informatics, cost effectiveness, etc.)
- Symptom Management
- Disease Updates and Advances
- Education (Medical, Nursing, Patient)
- Ethics
- Humanities
- International Health/Public Health
- Pediatrics
- Psychosocial/Cultural/Spiritual Issues
- Special Vulnerable Populations
- Research Methods
- Career/Professional Development
- Health Care Delivery Systems/Quality
- Community Care (home care, nursing homes, assisted living and rural)

Note: The selection of proposals is a competitive process. In 2010, the Planning Committee will be looking for proposals that reflect content not previously presented that are complimentary to the 2010 program.

New in 2010, as you enter the title of your program, you will see a list of titles already submitted for possible Satellite Symposia for the 2010 meeting. This is being done to avoid redundancy in topics. We strongly suggest you modify your proposal if you see that your topic has already been submitted. Please be aware that the committee will select only one program on a particular topic.

- To avoid any appearance of conflict, current AAHPM Planning Committee members should not be included as speakers or moderators in a CE Satellite Symposium. Members of the Board of Directors need to carefully consider

whether their participation might be construed as a conflict of interest.

- AAHPM will not provide continuing education credit for CE Satellite Symposia. CE must be provided through an accredited third-party.
- CE Satellite Symposia applicants will receive notice in writing regarding the committee's decision as noted on the timeline. Applicants may not contact reviewers directly to provide additional information or to check the status of the proposal.
- A proposal will be considered complete when it includes: the rationale for holding the symposium, learning objectives, complete agenda for the program, including topics, synopsis of program content (session description) for publication in AAHPM conference brochure, and a description of how evaluation and awarding of CE credits will be handled on site. A representative of the medical education company must sign the proposal.

PROGRAM CONTENT AND SPEAKERS

- CE Satellite Symposia must comply with ACCME Standards for Commercial Support.
- All correspondence with CE Satellite Symposium speakers, including honoraria and expense reimbursement, and disclosure information will be the responsibility of the organizer of the symposium.

Please click on this link to access the **CE Satellite Symposium Proposal Form**.

PROMOTION

- AAHPM will list approved CE Satellite Symposia submitted on a timely basis, including brief program synopses, in the AAHPM Annual Assembly registration brochure, on-site program book and on the AAHPM Web site.
- Each supporter must coordinate and manage registration for the approved CE Satellite Symposia.
- AAHPM will provide supporters of CE Satellite Symposia with one set of pre-registered attendees mailing labels 8 weeks prior to the Annual Assembly.
- A reminder regarding CE Satellite Symposia will be included in AAHPM e-news 2-4 weeks prior to the Annual Assembly with a link for more information.
- Invitations and any other promotional material developed to promote the CE Satellite Symposium must be submitted to AAHPM for review and approval prior to final printing or posting.
- Please allow at least **five business days** for AAHPM to turn around approvals.

- You may refer to your program as a "CE Satellite Symposium." In addition, all promotional materials must also include the following disclaimer: **This CE Satellite Symposia is held in conjunction with the Annual Assembly of the American Academy of Hospice and Palliative Medicine and Hospice and Palliative Nurses Association. This program is intended to be educational in scope and has not been planned or sponsored by AAHPM or HPNA or its Program Planning Committee.**
- Requested copy for invitations: There is no registration fee for attending this symposium, however, seating is limited. Preregistration does not guarantee seating. We do recommend arriving at the symposium location early.
- Please note – any usage of the AAHPM, HPNA logo or Annual Assembly designs or images requires advance permission from AAHPM.

REGISTRATION

- Registration for CE Satellite Symposia will be handled by the CE Satellite Symposia organizer, not by AAHPM.
- CE Satellite Symposia will be listed on signage located outside the session room and in the AAHPM registration area.
- CE Satellite Symposia personnel must be available outside the session room an hour prior to the scheduled start time of the event to handle registration and answer questions.
- A registration table, easels and rope and stanchion will be provided outside the session room.

EVENT LOGISTICS

- One person must be designated as the sole contact for the CE Satellite Symposium. AAHPM will deal directly with that one person.
- AAHPM will assign a meeting room, with your notification letter, for your event at the assigned location.
- AAHPM to provide logistical information packet, including: floor diagram, and facility contact on the AAHPM Web site January 23, 2010. Please note, AV needs will need to be ordered by the CESS organizer.
- AAHPM requires that you use the designated audio/visual contractor for this meeting, MAC Productions. A detailed AV equipment list and diagram will be provided.
- Meeting rooms designated for CE Satellite Symposia will be set with round tables, banquet style. The CESS room can accommodate up to 450 people. Continental Breakfast is recommended for Symposia.
- Recent AAHPM/HPNA Annual Assembly meetings have attracted 2,000 or more registrants. Participation in CE Satellite Symposia may vary depending on content, instructional design and promotion. Guarantees should be based on pre-registration numbers for each specific CE Satellite Symposia.
- AAHPM may require you to change your menu based on other events within the meeting.

- The symposium and all food & beverage must be kept contained within the assigned meeting room and the assigned time frame.
- CE Satellite Symposium organizer is responsible for handling onsite management of the event.
- A registration table, easels, and rope and stanchion will be provided outside the session room. No other furniture, display units, banners or unapproved signage may be placed outside the room. No sales activities may take place and no promotional materials may be distributed in the meeting room or the registration area.
- Space will also be allocated for a maximum of 4 signs (22' x 28') for the CE Satellite Symposium. Placement and availability of posting signs will be determined by AAHPM. Organizers are responsible for removing signage and meeting handouts, etc., from their assigned rooms at the conclusion of the event.
- Audio/video taping will be the responsibility of symposium organizer and can be arranged through MAC Productions.
- All expenses associated with room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the CE Satellite Symposium organizer.
- Evaluations and certificates for continuing education credits are the responsibility of the CE Symposium organizer. A summary of participant evaluations must be provided to AAHPM no later than 8 weeks after the conference.

Compliance

Violation of these guidelines may result in the cancellation of the symposium and/or may jeopardize the opportunity to hold a satellite event at future annual meetings. One person must be designated as the primary contact/project manager for the satellite program throughout the application and planning process; AAHPM will deal directly with that one person.

Educational Grants

- The program fee for a CE Satellite Symposium is \$25,000 in the form of an educational grant to the American Academy of Hospice and Palliative Medicine.
- A letter of agreement between AAHPM and the medical education company must be signed.
- Commercial Supporters providing the grant to the medical education companies will be acknowledged as providing the grant with the listing of the session. They will not be acknowledged as supporters of the meeting through this grant.
- Program fees and accompanying signed letters of agreements must be received by AAHPM by January 1, 2010.