

## Satellite Events Application

American Academy of Physical Medicine (AAPM&R) Annual Assembly and Technical Exhibition  
Henry B. Gonzalez Convention Center  
November 14- 17, 2019

This application must be completed by all organizations planning to hold a continuing medical education (CME) event during the AAPM&R 2019 Annual Assembly. Organizations must complete this application and adhere to the attached Satellite CME Symposia Guidelines and Regulations and include copies of the Letters of Agreement between the CME provider and the commercial supporter when applicable. Please plan on submitting additional support material with the application. **Once approved, any revisions to the event's content, faculty, format, and sponsors (CME and/or financial) must be communicated to AAPM&R in writing.**

TITLE OF SATELLITE EVENT/PROGRAM (PLEASE PRINT LEGIBLY THROUGHOUT)

### SPONSORING ORGANIZATION

☐ EXHIBITOR ☐ NON-EXHIBITOR

|                |                                       |       |
|----------------|---------------------------------------|-------|
| SPONSOR NAME   | CONTACT NAME                          | TITLE |
| <hr/>          |                                       |       |
| STREET ADDRESS | CITY, STATE/PROVINCE, ZIP/POSTAL CODE |       |
| <hr/>          |                                       |       |
| PHONE          | FAX                                   | EMAIL |

### AUTHORIZED CME PROVIDER OR THIRD-PARTY ORGANIZER (IF DIFFERENT FROM SPONSOR)

|                |                                       |       |
|----------------|---------------------------------------|-------|
| SPONSOR NAME   | CONTACT NAME                          | TITLE |
| <hr/>          |                                       |       |
| STREET ADDRESS | CITY, STATE/PROVINCE, ZIP/POSTAL CODE |       |
| <hr/>          |                                       |       |
| PHONE          | FAX                                   | EMAIL |

### COMMERCIAL SUPPORTER(S), IF APPLICABLE

|                |                                       |       |
|----------------|---------------------------------------|-------|
| SPONSOR NAME   | CONTACT NAME                          | TITLE |
| <hr/>          |                                       |       |
| STREET ADDRESS | CITY, STATE/PROVINCE, ZIP/POSTAL CODE |       |
| <hr/>          |                                       |       |
| PHONE          | FAX                                   | EMAIL |

## SCHEDULING

AAPM&R will work with the applicant to schedule the activity. If the sponsoring organization/company is not an exhibitor at the Academy's Technical Exhibition, please add a 25% premium to the fee. By signing, individuals acting as an agent of their company, have read, understood, and agree to be bound by any and all such conditions and regulations. This individual accepts responsibility for informing all of the employees, speaker(s), supporters, and activity organizers of these conditions and for ensuring that they will abide by them fully. This individual further accepts responsibility for penalties, which may be assessed upon violation of these conditions, as well as understands the implications associated with the cancellation of an event.

SIGNATURE

DATE

## LEAD FACULTY

Please Note: Academy policy does not permit any members of the Board of Governors, the executive director, editor-in-chief, 5 Council chairs or the chair of the Program Planning Committee to participate in any Satellite Symposia or marketing presentations, including Lunch and Learns at the Annual Assembly, in any role besides that of an attendee who receives no honorarium or reimbursement.

PLEASE LIST FACULTY NAMES AND AFFILIATIONS BELOW:

AAPM&R member: ☐ yes ☐ no

LEAD FACULTY NAME AND DESIGNATION (i.e., DO, MD)

TITLE

STREET ADDRESS

CITY, STATE/PROVINCE, ZIP/POSTAL CODE

PHONE

FAX

EMAIL

AAPM&R member: ☐ yes ☐ no

CO-CHAIR'S NAME AND DESIGNATION (i.e. DO, MD)

TITLE

STREET ADDRESS

CITY, STATE/PROVINCE, ZIP/POSTAL CODE

PHONE

FAX

EMAIL

OTHER FACULTY (PLEASE LIST THEIR NAMES AND AFFILIATIONS)

\_\_\_ Exhibitor Rate: \$55,000

\_\_\_ Enduring Fee: \$9,500 per  
year

\_\_\_ Marketing Package A (Hotel Room Drop, Poster on Poster Wall, Ad in Playbill, Pre-Show  
Mailing list) **\$10,000**

\_\_\_ Marketing Package B (Hotel Room Drop, Poster on Poster Wall, Ad in Playbill, Pre-Show  
Mailing list, Full Page Ad in Final Program): **\$13,500**

WITH THE EVENT APPLICATION, PLEASE PROVIDE THE FOLLOWING ON A SEPARATE DOCUMENT:

- OVERALL EDUCATIONAL OBJECTIVES
- ABSTRACT/DESCRIPTION Please provide a written summary of the submission content. Be specific, indicate target audience, and provide any special background requirements.
- OUTLINE Please provide a time schedule/agenda for the entire symposium. Satellite events are scheduled for 75 minutes. Please call (617) 285-2320 for available times and dates.

## SIGNATURE/REVIEW

Send applications and any supporting materials with Letter(s) of Agreement to [lkoch@conventusmedia.com](mailto:lkoch@conventusmedia.com), or fax (866) 334-4219. Application should be received by July 12, 2019, to allow time for approval and ensure inclusion in the *Official Program*. Upon approval of this application, AAPM&R staff will assign space. Payment must be paid in full within 30 days of approval notification from AAPM&R. At that point, the CME provider may proceed with making the arrangements for the proposed activity. Upon receipt of payment, AAPM&R will provide facility contact information.

If the fee is not paid by the deadline specified, the application will be forfeited, and the opportunity will be given to the next applicant (in priority order). For questions, call (617) 285-2320.

AAPM&R APPROVAL (INTERNAL USE ONLY)

AAPM&R Authorizing Signature

Date

# Satellite Symposia Guidelines and Regulations

## Guiding Principles

AAPM&R is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor CME activities for physicians. As an ACCME-accredited sponsor, AAPM&R must assure that all of its CME activities enhance the physician's ability to care for patients.

AAPM&R adheres to the accreditation criteria of ACCME, as well as the ACCME Standards for Commercial Support. In addition, AAPM&R adheres to the American Medical Association's Code of Medical Ethics and the Council for Medical Specialty Society's (CMSS) Code for Interactions with Companies.

Educational symposia that have not been planned or sponsored by AAPM&R are considered satellite events. Therefore, there can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored by, or endorsed by AAPM&R.

AAPM&R requires that all CME activities also be in compliance with the Standards for Commercial Support and accreditation criteria established by ACCME. Providers of these activities are expected to meet the requirements established by ACCME. CME Satellite events may only be held during designated times. All promotional materials associated with satellite events must be reviewed and approved by AAPM&R prior to distribution.

Accepted satellite programs are eligible to receive:

- A listing in the *Official Program* distributed onsite to all attendees and on the Academy website
- One pre-registrant mailing list upon review and approval of mailing piece, one-time use only
- Signage in Registration Area

Accepted satellite programs are eligible to promote their event in the following ways:

- **Door Drops** – A hotel door drop distributed to all AAPM&R registrants at the headquarter hotel upon review and approval. **Door drop fee: \$8,000**
- **Registration Bag insert** - Distributed to attendees upon review and approval, in accordance with AAPM&R promotional guidelines. **Registration bag insert fee: \$8,000**
- **Advertisements within AAPM&R Official Program** - **\$3,350 full page/\$2,300 half page**
- **E- Newsletter**: Sent to AAPM&R attendees highlighting Assembly events. **E- Newsletter fee: \$1,575**
- **Meterboard**: Meterboard placed in high traffic area of the Center. **Meterboard fee: \$4,500**

## Event Price

The Academy charges an administrative fee of \$55,000 to hold a satellite event if the sponsoring organization/company is a current AAPM&R exhibitor. If the sponsoring organization/company is not an AAPM&R exhibitor, then a 25% premium applies.

- \$55,000 for AAPM&R exhibitors

## Enduring Materials

Approved satellites may, at their own expense, capture the educational offering on video to be offered on the Academy's educational website, acadeME® ([www.me.aapmr.org](http://www.me.aapmr.org)). The event will be hosted online for one year. If the sponsor wishes to offer CME for the online activity, they will be responsible for doing so.

Enduring hosting fee: \$9,500 for one year

## Available Satellite Times

### Wednesday, November 13th

Dinner 5:15 pm - 6:30 pm

### Thursday, November 14th

Breakfast 6:30 am - 7:45 am

### Friday, November 15th

Breakfast 6:30 am - 7:45 am

### Saturday, November 16th

Breakfast 6:30am - 7:45 am

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## Application Process

Applications for CME satellite events, must be received by Friday, July 12, 2019, to be included in the *Official Program*. Due to space and time constraints, a limited number of opportunities are available on select mornings and evenings during the Annual Assembly; therefore, interested organizations should prepare and submit an application for review as soon as possible.

All information and program/event content provided on the application will be reviewed by the Program Planning Committee chair and any others deemed necessary to determine its ability to meet the educational and informational needs of AAPM&R members.

Once the application form has been submitted, the requesting organization will be contacted via email within two to three weeks regarding the outcome of the proposal. Meeting space will be assigned by the Academy, and once payment is received, AAPM&R will provide the facility contact information for planning purposes. Once approved, any revisions to the event's content, faculty, format, and sponsors (CME and/or financial) must be communicated to AAPM&R in writing.

In the event that final approval is not granted, AAPM&R will not be responsible for canceling any prior arrangements made by the requesting organization in connection with or in advance of the event. In addition, AAPM&R is not responsible for any costs incurred for the event itself.

The signed application must be received before a time slot can be assigned. Applications without a signature will not be processed. Confirmation letters will be sent, and payment is due within 30 days to secure slot. Written notification of cancellation must be received by AAPM&R on or before the dates specified. If space is canceled prior to May 1, 2019 a full refund, less a \$500 administrative fee will be made. If time slot is canceled between the dates of May 1 to July 1, 2019, 50% of the total fees for the canceled time slot will be retained by AAPM&R. If time slot is canceled after July 1, 2019, the organization shall remain liable to AAPM&R for the total rental fee for the cancellation. Applications should be received by July 12, 2019, to allow time for approval and ensure inclusion in the Annual Assembly *Official Program*. Upon approval of this application, AAPM&R staff will assign space.

AAPM&R values your business and will work with you, within our policy guidelines, to meet your event and media objectives.

For more information, contact:

Lisa Koch  
Conventus Media  
Office: (978) 777-8870 x2  
Mobile: (617) 285-2320  
lkoch@conventusmedia.com  
[www.aapmr.org](http://www.aapmr.org)

☐ \_\_\_\_\_ Check here and initial that you have read through and fully understand and agree to the guidelines.