

## Satellite Events Application

American Academy of Physical Medicine (AAPM&R) Annual Assembly and Technical Exhibition  
Colorado Convention Center, Denver, CO  
October 12-15, 2017

This application must be completed by all organizations planning to hold a continuing medical education (CME) event during the AAPM&R 2017 Annual Assembly. AAPM&R will not provide CME. 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	
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PHONE	FAX	EMAIL

**COMMERCIAL SUPPORTER(S), IF APPLICABLE**

SPONSOR NAME	CONTACT NAME	TITLE
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STREET ADDRESS	CITY, STATE/PROVINCE, ZIP/POSTAL CODE	
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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 Product Theaters at the Annual Assembly, in any role besides that of an attendee who receives no honoraria 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 NON-EXHIBITOR RATE: \$68,750 ENDURING FEE: \$15,000/\$25,000

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 7, 2017, 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)

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 works to meet the updated 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. The Academy does not provide *AMA PRA Category 1 Credit™* for Satellite Symposia or other educational programs.

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 these 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
- A registration bag insert distributed to attendees upon review and approval, in accordance with AAPM&R promotional guidelines  
Registration bag insert fee: \$8,000
- Advertisements – fees vary

## 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
- \$68,750 for non-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: \$15,000 for one year  
\$25,000 for two years

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## Application Process

Applications for CME satellite events, must be received by Friday, July 7, 2017, 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, the contact information for on-site logistical arrangements at the facility will be provided. 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 March 31, 2017, a full refund, less a \$500 administrative fee will be made. If time slot is canceled between the dates of April 1 to June 1, 2017, 50% of the total fees for the canceled time slot will be retained by AAPM&R. If time slot is canceled after June 1, 2017, the organization shall remain liable to AAPM&R for the total rental fee for the cancellation. Applications should be received by July 7, 2017, 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.

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 order of submission date and priority order).

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.