

SATELLITE SYMPOSIA

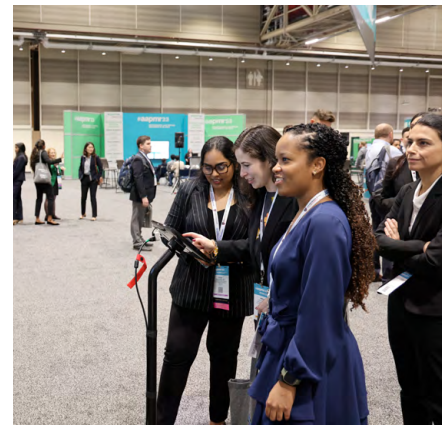
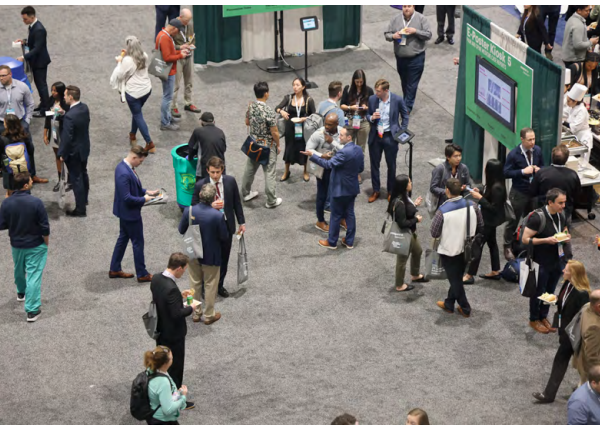
APPLICATION & GUIDELINES

#aapmr24

SAN DIEGO, CA & VIRTUAL
NOVEMBER 6-10, 2024

ANNUAL ASSEMBLY AND TECHNICAL EXHIBITION

Collaborate with us to reach your target audience.
AAPM&R has designed custom packages for maximum value and exposure.



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NOVEMBER 6-10, 2024

PROGRAM DESCRIPTION AND DETAILS

TARGET AUDIENCE

The American Academy of Physical Medicine and Rehabilitation (AAPM&R) is the national medical specialty organization representing more than 9,000 physicians who are specialists in physical medicine and rehabilitation (PM&R). PM&R physicians, also known as physiatrists, treat a wide variety of medical conditions affecting the brain, spinal cord, nerves, bones, joints, ligaments, muscles, and tendons. PM&R physicians utilize cutting-edge as well as time-tested treatments to maximize function and quality-of-life.

ANTICIPATED AAPM&R OVERALL ATTENDANCE

2,800 attendees from target audience

Estimated attendance is provided as a guideline. Actual attendance may yield a lower or higher number.

SYMPOSIUM FEE

\$55,000: Fees are non-refundable and nontransferable.

SYMPOSIUM PROGRAM DESIGN

The standard program format for an AAPM&R corporate symposium is to have one to three presenting speakers delivering content for up to 75 minutes, including Q&A. Other formats are welcome and may be accepted upon AAPM&R review and approval. Supporter may incur additional fees for new room set.

INCLUDED	SYMPOSIUM
Attendees	UP TO 150
Food & Beverage*	✗
Basic AV	✓
During Unopposed Hours	✓
Ability for Supporter to Preregister Attendees	✓
Use of one Badge Scanner Onsite	✓
Enduring: (Slides only hosted on the AAPM&R LMS for one year, AAPM&R to promote activity three times)	✓
Marketing Package (Full-page ad in the <i>Official Program</i> , one pre-show mailing list, one hotel door drop)	✓

*AAPM&R is not responsible for ordering food and beverage.



AVAILABLE SATELLITE TIMES*

Thursday, November 7
Breakfast: 7-8 am (PT)

Friday, November 8
Breakfast: 7-8 am (PT)
Afternoon Break: 4:30-5:30 pm (PT)

Saturday, November 9
Breakfast: 7-8 am (PT)
Afternoon Break: 4:30-5:30 pm (PT)

* Time slots subject to change
Deadline to apply: July 12, 2024

FOR MORE INFORMATION

Lisa Koch
Conventus Media
(617) 285-2320
lkoch@conventusmedia.com

Sara Rossi Statis
AAPM&R
(847) 737-6038
srossistatis@aapmr.org
corporatesupport@aapmr.org

SATELLITE SYMPOSIA APPLICATION

#aapmr24

SAN DIEGO, CA & VIRTUAL
NOVEMBER 6-10, 2024

This application must be completed by all organizations planning to hold a continuing medical education (CME) event during the 2024 Annual Assembly. Organizations must complete this application and adhere to the attached Satellite Symposia Guidelines and Regulations and include copies of the Letters of Agreement between the CME provider and the commercial supporter/ineligible company when applicable. Please plan on submitting additional support material with the application. **Once approved, any revisions to the event's content, faculty, format and supporters (CME and/or financial) must be communicated to AAPM&R in writing.**

COMMERCIAL SUPPORTER/INELIGIBLE COMPANY

<input type="text"/>	
ORGANIZATION	
<input type="text"/>	
CONTACT NAME	
<input type="text"/>	
TITLE	
<input type="text"/>	
STREET ADDRESS	
<input type="text"/>	
CITY	
<input type="text"/>	<input type="text"/>
STATE/PROVINCE	ZIP/POSTAL CODE
<input type="text"/>	
COUNTRY	
<input type="text"/>	
FAX	
<input type="text"/>	
EMAIL	

AUTHORIZED CME PROVIDER OR THIRD-PARTY ORGANIZER

<input type="text"/>	
ORGANIZATION	
<input type="text"/>	
CONTACT NAME	
<input type="text"/>	
TITLE	
<input type="text"/>	
STREET ADDRESS	
<input type="text"/>	
CITY	
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PRINT NAME
<input type="text"/>
SIGNATURE

<input type="text"/>
DATE

SATELLITE SYMPOSIA APPLICATION

#aapmr24

SAN DIEGO, CA & VIRTUAL
NOVEMBER 6-10, 2024

LEAD FACULTY

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

LEAD FACULTY (IF KNOWN)

LEAD FACULTY NAME & DESIGNATION (I.E., DO, MD):

TITLE

AAPM&R MEMBER: YES NO

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

FAX

EMAIL

CO-CHAIR (IF KNOWN)

CO-CHAIR'S NAME & DESIGNATION (I.E., DO, MD):

TITLE

AAPM&R MEMBER: YES NO

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

FAX

EMAIL

OTHER FACULTY (IF KNOWN)

OTHER FACULTY LIST NAME & AFFILIATIONS:

RATES & FEES

\$55,000 Includes:

Enduring: Slides only hosted on AAPM&R's Online Learning Portal for one year

Marketing: Full-page ad in the *Official Program*, attendee mailing list, hotel door drop, event included in main program schedules (deadline dependent)

AAPM&R to promote enduring activity to membership at least two times.

Sponsor is responsible for food and beverage.

SIGNATURE/REVIEW

Send applications and any supporting materials with Letter(s) of Agreement to lkoch@conventusmedia.com. Application should be received by July 12, 2024, 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

#aapmr24

SAN DIEGO, CA & VIRTUAL
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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 Integrity and Independence in Accredited Continuing Education. 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 Integrity and Independence in Accredited Continuing Education 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.

AAPM&R values these sessions and wants them to be successful. As such, accepted satellite programs will 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
- One hotel door drop

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

- Registration Bag insert – Distributed to attendees upon review and approval, in accordance with AAPM&R promotional guidelines. Registration bag insert fee: \$10,000
- 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: \$5,500

EVENT PRICE

The Academy charges an administrative fee of \$55,000 to hold a satellite event.

ENDURING MATERIALS

Approved satellites that are captured will be hosted on the AAPM&R Online Learning Portal (onlinelearning.aapmr.org) for one year. The Satellite hosting organization is responsible for capturing costs.

* Times subject to change

AVAILABLE SATELLITE TIMES*

Thursday, November 7

Breakfast: 7-8 am (PT)

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Breakfast: 7-8 am (PT)

Afternoon Break: 4:30-5:30 pm (PT)

Saturday, November 9

Breakfast: 7-8 am (PT)

Afternoon Break: 4:30-5:30 pm (PT)

APPLICATION PROCESS

Applications for CME satellite events must be received by Friday, July 12, 2024, 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 the event is canceled prior to July 31, 2024, a full refund, less a \$500 administrative fee will be made. If time slot is canceled after July 31, 2024, the organization shall remain liable to AAPM&R for the total rental fee for the cancellation. Applications should be received by July 12, 2024, 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
(617) 285-2320

lkoch@conventusmedia.com

Sara Rossi Statis, AAPM&R

(847) 737-6038

srossistatis@aapmr.org

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