

Satellite Symposia Guidelines

A Satellite Symposium is an educational session held in conjunction with the APIC27 Annual Conference & Expo and designed to support the continuing education needs of the infection prevention and control community.

- ***Certified Educational Programs****: CME certified for attendees.*
- ***Non-Certified Educational Programs****: Educational Programs/Product focused presentation that do not carry CME.*
- ***Programs intended for International Attendees Only*** *which may be supported by companies based in the United States or outside of the United States.*

The supporting organization must be a medical device or pharmaceutical company, academic institution, or nonprofit organization. All employees of the CME accredited provider/sponsor, supporting organization(s), program organizers, and all agents thereof must be informed of, and in compliance with the applicable educational guidelines. Non-Compliance may affect promotional opportunities and eligibility for participation in future APIC meetings.

SATELLITE SYMPOSIA SCHEDULING INFORMATION

To schedule a Satellite Symposium, please contact jillian_terrio@AFassanoCo.com. Symposia will be scheduled on a first-come, first-served basis.

The deadline to submit an appication is May 1, 2027.

- CME/CE Accredited Provider (if offering CME)
- Grantor/Commercial Supporter information (if applicable)
- Organizer main contact information
- Proposed program information including: title, topic, learning objectives, abstract summary
- Target Audience
- Preferred date/time
- Anticipated number of attendees

Satellite Symposium fee: $30,000
Available dates and times:

- Sunday, June 13, 2027: 6:00–7:30 PM (2 slots available)
- Monday, June 14, 2027: 6:00–7:30 AM (2 slots) || 6:00–7:30 PM (2 slots)
- Tuesday, June 15, 2027: 6:00–7:30 AM (2 slots)
- Wednesday, June 16, 2027: 6:00–7:30 AM (2 slots)

SCHEDULING/SPACE ASSIGNMENT PROCESS

APIC reserves the right to assign the best space available at the time of assignment. We will attempt to accommodate your preferred location request but cannot guarantee any specific location.

APIC will determine the maximum number of symposia that will be held on any given day for each designated time slot. Registration and meal functions for all satellite symposia are permitted to begin **no more t**han one-half hour prior to the event start time, but may continue after the event has begun.

FINALIZING YOUR SATELLITE

Once your satellite symposium date and location are approved by APIC, the organizers' main contact will receive an email with a Letter of Agreement (LOA) for signature.

SATELLITE SYPOSIUM FEE PAYMENT

Payment is due 30 days after receipt of approval via check or ACH.

MARKETING GUIDELINES

All guidelines must be followed for approved Satellite Symposia.
Approved satellite symposia will be recognized in the following materials:

- General directional signage on-site at APIC27.
- APIC27 Sponsorship webpage
- Dedicated Satellite Symposia tile on APIC27 mobile app main screen
- One-time use of postal mailing addresses (no email addresses) of APIC27 pre-registrants

INVITATIONS/PROMOTIONS

Providers/sponsors are responsible for promoting the symposium, registering attendees, and management of onsite operations. **All invitations or solicitations to attend a Satellite Symposium must receive APIC's approval prior to distribution or posting**. *All promotional materials must be sent in PDF format no later than May 1, 2027, for review.* Any proposed revisions to approved invitational/promotional materials must be resubmitted to APIC for approval. If you are marketing the symposium on your website, be sure to include the URL with the marketing materials you are submitting.

All materials must contain the following statement:
This program is not part of the official APIC27 Annual Conference & Expo as planned by the APIC27 Annual Conference Committee. This event is not sponsored by or endorsed in any way by APIC.

Invitations and announcements addressed to attendees should clearly indicate the name(s) of the organization(s) funding the program and the CME accredited provider/sponsor. **Promotional materials of any kind may not include the APIC or APIC27 logo/branding.** These rules apply to materials developed for use before, during, and after Scientific Sessions. ***Do not print any materials before they have been approved by APIC.***

For clarity, APIC suggests including the following language in your advertisements, invitations, and mailings: *(Select for inclusion the language that best fits your registration rules.)*

- Pre-registration is required; only pre-registered attendees will be allowed entrance.
- Pre-registration is preferred; however, on-site registration will be accepted if space is available. (Capacity for this symposium is X.)
- On-site registration is available for the first (X) attendees.
- The symposium is only open to healthcare professionals.

ATTENDEE MAILING LIST

Organizations that have a signed Satellite Sympoisa agreement and have submitted payment should be prepared to provide a copy of their mailer to APIC for approval. Once the mailer has been approved, the main point of contact will receive a postal mailing list (no email addresses) for a one-time use.

ONSITE MARKETING GUIDELINES

Distribution of approved Satellite Symposia invitations/announcements is permitted only from grantors' exhibit booths. Promotional materials may not be distributed in the aisles or anywhere else within or outside of the convention center property or official hotels, unless additional sponsorships have been purchased (such as the hotel guest room drop).
Non-compliance with this regulation will result in confiscation of the materials and removal of the CME provider from our list of approved companies for a minimum of one year. The Grantor/Commercial Supporter is subject to the regulations as stated in the violation section of these guidelines.

ONSITE SIGNAGE PRODUCED BY SUPPORTER

For satellites held within the convention center, only (1) onsite sign produced by the supporter is allowed and it can only be placed outside the applicable door (2) hours prior to the event.
Additional signs within the contracted exhibit space assigned to the accredited continuing education and/or CE accredited provider/sponsor or Grantor/Commercial Supporter are allowed.
No other signage produced by the supporter is allowed. **APIC will remove signs that are in violation of the above specifications without notice.**

PROGRAM CONTENT & PRESENTATION

All Satellite Symposia designated for CME credit must be independent, objective and balanced, and free of commercial bias. They must include collection and delivery of appropriate disclosure statements. Acknowledgment of all disclosures must be made verbally or via slides at the beginning of every educational presentation. APIC reserves the right to send a representative to observe the educational event to ensure that the presentations are in compliance with appropriate guidelines.
Presentations, promotions, and other sponsorship materials may not compare trademarked products or disparage competitive products and/or services. Sponsorship of an APIC27 Satellite Symposium does not imply endorsement of sponsoring company's products or services by APIC.
If a sponsor wishes to provide alcohol during a Symposium, it is the sponsor's responsibility to understand and adhere to all local and federal requirements regarding age verification and safety.

OPEN PAYMENTS

CME certified educational programs are exempt from Open Payment Reporting. APIC requests that all Satellite Symposia offer attendees the option of paying for their own meal. Please include this option in the program's registration link, marketing materials, respective programs, and onsite.
In addition, although compliance with the AMA's *Ethical Guidelines for Gifts to Physicians from Industry* is the responsibility of the individual physician, every effort should be made to ensure that APIC members and attendees are not subjected to situations that would violate the guidelines. When applicable, appropriate reporting should be made in accordance with the *Sunshine Act* by the educational provider or non-certified sponsor.

VIOLATIONS

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, APIC requires each CME accredited provider/sponsor, commercial supporter or organizer of the program to agree that they, their employees, speaker(s), program organizers, and agents will observe all applicable state and federal guidelines. APIC, at its sole discretion, reserves the right to revoke privileges for future meetings of any CME provider/sponsor, commercial supporter, or organizer involved in planning an Official Educational Satellite Symposium that is not in compliance with the aforementioned guidelines. Violations of Official Educational Satellite Symposium guidelines may result in a one-year suspension from participation in APIC events or other disciplinary actions.

DISCLAIMER

APIC is not responsible for unsatisfactory attendance. In addition, APIC is not responsible for marketing of the Official Educational Satellite Symposium. It is the responsibility of the accredited continuing education and/or CE provider/sponsor to promote the event. APIC will process location and timeslot of satellite symposia on a first-come, first-served basis. APIC assumes no responsibility for determining whether or not symposia topics or supporters are competitive. Content, recommendations, and opinions presented during your symposium are solely those of the presenters and/or the provider/sponsor. They do not represent the position of or endorsement of APIC. APIC does not review the full presentations or evaluate the discussions at these events. Therefore, it makes no warranty, endorsement, or recommendation regarding the safety, effectiveness, quality, or costs of such.

TERMINATION & CANCELLATION

In connection with the program, the supporter represents and warrants complying with all applicable laws. The provider may terminate this agreement at any time for reasons including violations of any applicable standards or policies. Upon termination of this agreement due to the above specified reasons, the provider shall not be required to return any used funds for this program.
In the event the supporter cancels this program, prior to March 1, 2027 the provider will refund 50% of the contracted fee. If the supporter cancels this program after March 1, 2027, then 100% of the contracted fee is due within 21 days of cancellation.