

NMA 117th Annual Convention and Scientific Assembly Satellite Symposia Application

July 27 – July 31, 2019 • Hilton Hawaiian Village • Honolulu, HI

The National Medical Association (NMA) is pleased to offer exhibitors and non-exhibitors the opportunity to host a Satellite Symposia during evening hours at the Hilton Hawaiian Village. This is an opportunity for an industry sponsor and its representatives to conduct a speaker-led presentation that meets the requirements of FDA/OIG guidelines and the PhRMA and/or Advamed marketing code. It is the responsibility of the industry sponsor to design and develop all presentation content and distribution materials, as well as select, recruit and train the speaker for the program. As a matter of policy, NMA is not involved in any aspect of the content development or the client’s strategy or tactics related to the peer-to-peer program area. Presentations will run unopposed to CME programming can reach up to 100 attendees in pre-scheduled, advertised presentations during the Annual Convention and Scientific Assembly. The Satellite Symposia will be held at the Hilton Hawaiian Village and can follow a Specialty Section’s Award Program (approximately one-half hour). NMA will provide heavy hors d’oeuvres and beverages.

NMA will provide an audiovisual package to include projector, projection screen, projector/audio mixer stands, laptop, sound package, panel Mic or wireless LAV microphone, stage, podium, drape backdrop and electrical drop, lead retrieval units (up to 2 units), Pre-meeting and on-site promotion.

Additional Terms/Client Responsibilities:

Respect, acknowledge and support the obligations of the accredited provider by adhering to the ACCME Standards for Commercial Support, including the need to ensure separation of education from promotion. NMA recognizes that the Satellite Symposia will be promotional and may concentrate on a specific product or drug. These presentations are **not** approved for CME credit. NMA expects up to 100 Health Professionals to opt-in to attend each of the presentations. NMA does not guarantee any attendance numbers, market individual programs, or accept responsibility for the content strategy or tactics related to the presentations used by the industry supporter.

The date and time will be determined to best fit your targeted audience schedule for a successful Symposia.

<input type="checkbox"/> Exhibitor	\$30,000 Company presentation of a product or educational presentation
<input type="checkbox"/> Non - Exhibitor	\$35,000 Company presentation of a product or educational presentation

Additional Option: **Enduring Product**

- Post-production: The presentation capture as an enhanced video player for your own use.
- Hosting: Final edited video (one (1) edit available; additional edits at sponsor’s cost) on the National Medical Association (NMA) Education Tab on the NMA landing page through July 2020.
- Presentation description: Presentation title with 75-word or less description listed under 2019 Satellite Symposia Schedule on the NMA Education landing page.

Exhibitor Enduring Product \$10,000

Non-Exhibitor Enduring Product \$15,000

Payment must be included with application. Application must be received no later than July 1, 2019.

Any questions phone **Kathleen Lawrence**: (856) 302- 0893 • Email: kathleen_Lawrence@AFassanoCo.com

Application Process

Satellite Symposia applications should be submitted using the Satellite Symposia Application form. The application deadline is June 28, 2019*. Applications are reviewed on a first-come, first-served basis and need to include all required information to be reviewed. Applicants will be notified in writing of acceptance with an email confirmation of assigned date and time slot no later than May 31, 2019.

*To ensure your Satellite Symposia information is included in the official promotional benefits as outlined above, your application must be received and approved no later than May 31, 2019.

Cancellation Policy

Please note, NMA does not guarantee attendance for the Satellite Symposia and will not refund fees on the basis of attendance. Fees allocated for Satellite Symposia will not be refunded but may be applied to other sponsorship opportunities.

NMA reserves the right to terminate the applicant's Satellite Symposia for cause or causes not reasonably within NMA's control this includes but is not limited to: fire; casualty; flood; epidemic; earthquake; explosion; accident; blockage; embargo; inclement weather; act or threat of terrorism; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God; or such circumstances making NMA's performance impossible or commercially impracticable is its sole discretion.

Additional Fees

- All costs related to production of company designed bag insert, distribution materials, etc.
- Any electrical, telephone, internet service or technicians, alterations to room sets (as approved by NMA in advance), shipping/receiving charges and any additional services not outlined as included in the Satellite Symposia fee.

For further information regarding Satellite Symposia, Exhibit Space, Sponsorship or Advertising at the NMA Annual Conference please contact Kathleen Lawrence or email: kathleen_lawrence@AFassanoCo.com

Content Control & Compliance: The NMA does not maintain control of the content of the Satellite Symposia. It is the responsibility of the sponsoring entity (Satellite Symposia organizer) to develop and implement the program content and related logistics. All Satellite Symposia should fully comply with all applicable U.S. Food and Drug Administration (FDA) laws and guidelines on industry supported scientific and educational activities, PhRMA Code on Interactions with Healthcare Professionals, AdvaMed Code of Ethics on Interactions with Health Care Professionals, AMA Ethical Opinion on Gifts to Physicians, and the Office of the Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufactures.

Rules and Regulations

1. Staffing & Logistics - The sponsoring company of the Satellite Symposia shall be solely responsible for the management of the logistics for their Satellite Symposia, and for payment of additional costs related to the Satellite Symposia including but not limited to additional A/V equipment, electrical, internet, phone, etc. NMA does not provide any logistical support for Satellite Symposia.
2. Distribution of Materials - All products and services discussed at the NMA Annual Convention shall be directly related to the NMA mission and must be of professional or educational benefit or interest to conference participants. NMA reserves the right to determine the eligibility of prospective companies for inclusion in its conference. Companies shall not distribute anything to conference attendees outside of its Satellite Symposia.

All presentations, meetings, distribution of literature, and the transactions of business of any nature shall be made WITHIN the Satellite Symposia during the contracted time slot. Temporary booth and/or Satellite Symposia personnel, including third-party planners, shall be restricted to the same afore mentioned Guidelines as authorized exhibitor personnel. Solicitation outside the Satellite Symposia or intercepting those in attendance for advertising purposes is strictly prohibited.

3. Promotional & Marketing Materials - All promotional and marketing materials must be submitted and approved by NMA prior to distribution. The use of NMA's Logo is not permitted on any promotional and marketing materials. All material must contain the following statement:

“The Satellite Symposia’s content and the views expressed therein are those of the sponsor and not of NMA. Satellite Symposia are a part of NMA’s Exhibit Program. This program is not intended or eligible for continuing medical education (CME) credits and does not meet guidelines governing CME.”

Promotional materials, even if approved, may not be handed out anywhere. The prohibition includes distribution in hotel lobbies, restaurants, in front of the event hotel or in or around the convention center. NMA's name, seal, logo and acronym are proprietary marks and may not be used in signs, advertising or promotions in any media or on product literature either inside or outside exhibit area. This rule applies before, after and during the meeting. Submit artwork in PDF format to [Kathleen Lawrence](#) . For assistance call 856-302-0893.

4. Promotional Signage - NMA will include Satellite Symposia Schedule in the NMA Convention Program. Applicants hosting a Satellite Symposia are permitted to supplement signage in the NMA Registration area and outside the Satellite Symposia beginning the morning of the applicant's time slot and must be removed immediately after the conclusion of the time slot. Signs must be professionally printed, no larger than 22" x 28", and may be ordered through NMA's official decorator or a contractor of the applicant's choosing.

Please note: Proposed copy for signage must be approved by NMA prior to printing. Applicants may display signs promoting their Satellite Symposia within their own contracted exhibit spaces or outlined in item (4. Promotional Signage). Companies violating these rules will have their item removed/confiscated. Production of signage and easel rental are the responsibility of the participant.

5. Limitation of Liability - The sponsoring company and affiliates shall indemnify NMA and all associates of NMA against all claims, demands, actions, expenses, damages penalties, attorneys' fees or proceedings incurred by NMA as a result of the publications distributed at, statements made during or any other conduct arising out of or in any way connected with the Satellite Symposia.

Meeting Room - Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls floors, or other parts of the facility. Applicants may not apply paint, lacquer, adhesive or any other coating to building columns and floors. Applicants are liable for any damage caused to Satellite Symposia floors, walls, columns, or to standard Satellite Symposia furnishings and equipment, or to other applicants' property. The contracted applicant is responsible for all personal and corporate property placed in Satellite Symposia space.

6. Security and Insurance – Any non-exhibiting company must provide Certificate of Liability Insurance. The Satellite Symposia area is not a secured area. NMA will not be liable for damage or loss to sponsoring company's property, nor shall NMA be liable for any injury that may occur in the Satellite Symposia area.
7. Changes to Materials - No changes shall be made to any aspect of the presentation after acceptance has been granted without express written consent of NMA.
8. Agreement to Conditions - Each company's employees agrees to abide by these conditions.
9. Amendments - NMA shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Satellite Symposia.
10. Give-a-ways - Companies are permitted to distribute from the Satellite Symposia, during their assigned time slot only, non-exclusive giveaways in accordance with the [AMA Ethical Guidelines](#), linked here.

In addition, applicants are encouraged to review and adhere to other applicable guidelines and codes of ethics, such as the Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Healthcare Professionals, Advanced Medical Technology Association (AdvaMed) Code of Ethics on Interactions with Health Care Professionals and the Office of Inspector General's (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers. Pharmaceutical and device companies are reminded to pay special attention to the recently revised PhRMA and AdvaMed Codes, respectively, which prohibit their members from distributing many traditional giveaway items.

Giveaways should be associated with products or services. NMA encourages all applicants to check with their companies' own medical affairs/compliance staff for guidelines adhered to by their own companies. All giveaways must be registered via the online Additional Giveaway / Booth Activities form found in the Exhibitor Service Kit.

Satellite Symposia Application

Please complete the following application

Contact Name.....
Title.....
Organization.....
Tel..... Mobile..... Fax.....
Email..... Website.....
Address.....
City..... State/Prov..... Zip/Postal..... Country.....
Sponsoring Company.....

Application Requirements:

The following information needs to be submitted along with this application:

- Title of Satellite Symposia to be used in the Convention Program and other marketing materials
- Product/Research being discussed at Satellite Symposia
- Brief description of the Satellite Symposia
- Faculty (name, title, and C/V/Bio)

Enduring Product

Please select method of payment below:

Check Enclosed (payable to the National Medical Association in US Funds)
NMA Tax ID No. 53-6010805



Email ONLY TO: processing@AFassanoCo.com

USING ONLY THIS encryption-forcing subject line: [Confidential] NMA 2018 Satellite Symposia Application

VISA MasterCard AMEX

Name as it appears on card: _____

Credit Card #: _____ Expiration Date: _____

Authorized Signature: _____

Email payment ONLY TO:
processing@AFassanoco.com

USING ONLY THIS encryption-forcing subject line: [Confidential] NMA 2019 Satellite Symposia Application

IF MAILING, ADDRESS TO:
NMA 2019 SALES & SUPPORT
c/o A. Fassano & Company
461 Route 168, Unit A
Turnersville, NJ 08012 USA

