



Alabama Chapter-AAP Guidelines for Industry Symposia 2018 Annual Meeting & Fall Pediatric Update

September 28 – 30, 2018

The Hyatt-Wynfrey Hotel – Birmingham, AL

Definition of Industry Symposia

For purposes of these guidelines, an industry-sponsored symposium is: An educational program, planned or implemented by an organization external to the Alabama Chapter-AAP; not endorsed by the Alabama Chapter-AAP; and not part of the Alabama Chapter-AAP's official conference program.

CME Credit and Compliance with AMA and ACCME Guidelines

The Chapter does not provide *AMA PRA Category 1 Credit™* for industry- or foundation-sponsored symposia. Those wishing to offer credits must obtain credit from an accredited CME provider. A list of accredited providers and medical societies can be obtained online at www.accme.org.

Proposal Submission Deadline

The deadline to submit a proposal to sponsor an industry symposium is June 15, 2018. The Alabama Chapter-AAP reserves the right to continue the selection process if all slots are not filled by June 15, 2018. Symposia applications will be reviewed for acceptance on a first-come, first-served basis.

Available Sessions & Costs

Industry or foundation symposia may be held on the following dates and times. There is one session available – based on space availability. **Symposia Fees** *(The following symposia fee does not include the meal cost, which is the responsibility of the sponsor – see Event Arrangements, next page).*

\$2,500

- **Saturday September 29, 2018, luncheon, 12:30 p.m. – 1:45 p.m. (time subject to change closer to event)**

The availability of the meeting room for set up will be determined by your choice of venue and official Chapter events that are currently scheduled prior to your event.

Application and Administrative Fee

The fee is due at the time of application submission. Applications will not be considered until this payment is received. Checks should be made payable to the Alabama Chapter-AAP. Credit cards are also accepted.

Application Process

Symposia applications will be reviewed for acceptance on a first-come, first-served basis. The Meeting & Membership Coordinator will review the application and determine its appropriateness. The sponsor will be contacted by email regarding the outcome of the application. Once approved, all revisions to a symposium's content, faculty, or format must be communicated to the Chapter in writing. The Alabama Chapter-AAP reserves the right to restrict and/or dismiss at any time any event it deems undesirable, in poor taste, or offensive to attendees. The application fee will be returned if not approved. Applications should be submitted to Jill Powell at the Chapter office by June 15, 2018.

Cancellation Policy

The Chapter must be notified in writing of the cancellation of an approved industry symposium. For cancellations received by July 1, 2018, the Alabama Chapter-AAP will issue a refund of 80% of the application minus an administrative fee of \$150. No refunds will be issued for cancellations after this date. The Chapter is not responsible for final attendance of symposia.

Event Arrangements

Arrangements for room set up, food and beverage selections, and billing must be made directly with representatives at your event venue. They can provide you with menus and floor plans upon request. Symposia sponsors are responsible for all expenses incurred related to their program. The Chapter bears no financial obligation for expenses incurred for Industry Symposia or Foundation Symposia. The application and administrative fee does not include audiovisual equipment rental or labor costs. You must make these arrangements directly with the venue that is hosting your event.

Use of Alabama Chapter-AAP Name, Logo, or Seal

The Chapter wishes to avoid any implication that Industry Symposia or Foundation Symposia are planned, implemented, or sponsored by the Chapter. For that reason, promotional materials may in no way mention the Chapter other than to say that the symposium will be held at the site of the Alabama Chapter-AAP Annual Meeting. Promotional materials of any kind as well as program materials may not use the Chapter's logo. This rule applies to materials developed for use before, during, and after the conference.

Invitation/Promotion Content

ALL promotional and program materials for a symposium must be reviewed and approved by the Chapter's Meeting & Membership Coordinator, including flyers; brochures; invitations; envelopes; advertisements; web sites; slides; signage; and press releases/media communications. Please allow 5 business days for approval upon receipt of materials for review. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all promotional materials must be submitted to Jill Powell at the Chapter office. The Chapter is not liable for any expenses that may be incurred if changes must be made to pieces that have already been produced. Please note that the sponsoring organization is responsible for program registration and promotional materials should give clear instructions on that procedure.

Promotional Opportunities

Take advantage of the following opportunities offered by the Alabama Chapter-AAP to promote your symposium and reach your attendance goals:

Advance Mailing to Pre-registrants

- After approval of your first promotional piece to be mailed, the Alabama Chapter-AAP will provide a pre-registrant mailing list at no cost. This list is approved for a ONE-TIME USE ONLY. The pre-registrant list will be available approximately four weeks prior to the conference.
- The Chapter will send two email announcements of the symposia opportunities to the pre-registrants.

Exhibits

Exhibit booth representatives may distribute invitations, tickets, etc., from within the exhibit space assigned to the sponsor and/or commercial supporter of a symposium. Please note, however, that the distribution of invitations, tickets, etc. promoting symposia is prohibited in Chapter meeting rooms.

Program Materials

Program materials (handouts, syllabi, etc.), like promotional materials, may in no way indicate that the program is connected in any way with the Chapter. Program materials of any kind may not use the Alabama Chapter-AAP's logo or name or make mention of the Annual Meeting & Pediatric Update other than to say that the symposium will be held at the site of the Alabama Chapter-AAP spring meeting.

Violations Policy

By applying to host an industry or foundation symposium, you agree to adhere to the guidelines set forth by the Alabama Chapter-AAP Guidelines for Industry Symposia or Foundation Symposia. Any violation of these guidelines may result in the immediate dismissal of your program and removal from the exhibit floor (if applicable), and the Chapter reserves the right to reject future applications for symposia.

**Alabama Chapter-AAP – 2018 Annual Meeting & Fall Pediatric Update
APPLICATION FOR NON-Alabama Chapter-AAP INDUSTRY/FOUNDATION SYMPOSIUM**

Organizations planning to hold a symposium must complete this application and adhere to Alabama Chapter-AAP Guidelines for Industry/Foundation Symposia. Incomplete applications will not be accepted.

Program Title: _____
Date/Time Preference: _____
Sponsor: *(Organization responsible for the overall program)* _____
Contact Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____ **Fax:** _____ **E-mail:** _____

Commercial Supporter: *(if different from above)* _____

Will the commercial supporter be an exhibitor at the Conference? Yes No

Please provide a brief description of your educational program (or attach separately).

Please list your program's educational objectives (or attach separately).

Please list the names and titles of your faculty presenters (or attach separately).

Symposia Fees *(The following symposia fee does not include the meal cost, which is the responsibility of the sponsor – see Event Arrangements, previous page).*

- \$2,500 Saturday September 29, 2018, luncheon, 12:30 p.m. – 1:45 p.m. (time subject to change closer to event)**

Check enclosed payable to the Alabama Chapter-AAP

Credit Card (select one)

VISA MasterCard Discover American Express

Card Number _____

Exp. Date (MM/YY) _____

Name as it appears on card (please print) _____

My signature below verifies that I have read and understand the conditions of this application as set forth in the Guidelines for Industry Symposia and Foundation Symposia. By signing below, I am indicating my company's agreement to be bound by any and all such conditions and regulations. I accept responsibility for informing all parties involved in the organization of this symposium of these conditions and regulations and for ensuring that they abide by them. I understand the penalties that may be assessed if these conditions are violated, and I understand the cancellation policy.

Signature: _____ **Date:** _____

Symposia applications are reviewed for acceptance on a first-come, first-served basis.