

ACTRIMS provides educational programs that allow physicians, scientists, researchers, analysts, faculty, physicians-in-training, and allied health professionals to share and receive information on advances in research and treatment in MS. Guidelines and sanctions will be enforced to ensure that there are no disruptions and the program goals are met.

The guidelines below highlight issues to keep in mind throughout the ACTRIMS program and are subject to change without prior notice. Refer to the program website for additional information.

Guidelines for Satellite Symposia

Organization

- Satellite symposia are limited to one symposium per supporting company.
- **Only satellite symposia programs which offer certified continuing medical education (CME) are allowed.** Accreditation is the organizer's responsibility. All satellite symposia must comply with the Accreditation Council for Continuing Medical Education (ACCME) Policies and Standards for Commercial Support.
- Satellite symposia are organized and entirely supported by corporate or not-for-profit entities. Satellite symposia content requirements are as follows:
 - Topic selection must represent scientific excellence and be oriented to an educational goal relevant to the ACTRIMS Forum
 - The symposia topics must complement, but not duplicate, themes or sessions in the official ACTRIMS Forum
- The symposium organizer must complete the satellite symposium application form to indicate their intent to organize a symposium and rank their preferred time slot.
- All applications must be received by Wednesday, December 6, 2017. Following the review of the proposals by the Scientific Program and Executive Committees, symposia slots will be assigned on a first-come, first-served basis. Selected applications will be notified their assigned time slot by Friday, December 15, 2017.
- Preferred time slots are not guaranteed and all slot assignments are final.
- Symposia are limited to 75 minutes. Start and stop times must be strictly adhered to.
- Speakers and co-chairs are to be invited by the symposium organizer. ACTRIMS is not responsible for honoraria, registration fees, hotel accommodations and travel expenses for speakers and co-chairs.
- Symposia organizers will have a room available for the duration of the symposium. They must use the existing room layout and audiovisual equipment provided. Any additional equipment must be ordered through the ACTRIMS selected AV provider and requires approval from ACTRIMS. Additional equipment and labor will be at the expense of the symposium organizer.

Presentation

- Based on feedback from participants, satellite symposia should be well balanced and speakers should be chosen from among emerging as well as more experienced investigators and clinicians. Care should be taken to not repeat invited speakers year-after-year.
- The materials presented during a symposium are the full responsibility of the speakers.
- No product names may appear in the title of presentations, the title of a symposium, presentation slides, advertising materials, or materials distributed at the symposium.
- The symposium organizer may produce printed materials (symposium program and abstracts) for distribution at their respective symposium. This material must be submitted for review and approval by ACTRIMS and must

state *"This program is not part of the official ACTRIMS Program."* The symposium organizer is responsible for involving its symposium co-chairs and speakers in development and review of such printed matters and must have their consent prior to printing and distribution. Post-meeting publications (in print or electronic form) are subject to the same rules.

Policies & Disclosures

- ACTRIMS will post signs outside the meeting room prior to the start of the symposia and wherever listed on program materials that read the following: *"This activity is an independently-supported satellite symposium, not included in the formal ACTRIMS accredited program. CME certification provided by [Company name]."*