



**The 29th Annual Meeting of the American Society of Pediatric Hematology/Oncology
May 11-14, 2016
Hyatt Regency Hotel / Minneapolis, MN**

Call for Corporate Forum Satellite Symposia

The following information will remain on the American Society of Pediatric Hematology/Oncology (ASPHO) website through the conclusion of the 2016 Annual Meeting. These guidelines and instructions have been developed as a resource for you in the planning and implementation of a corporate forum satellite symposium (CFSS).

ASPHO Mission Statement

ASPHO is a multidisciplinary organization dedicated to promoting optimal care of children and adolescents with blood disorders and cancer by advancing research, education, treatment and professional practice.

General Information

The ASPHO Program Committee invites the submission of proposals for CFSS to be presented in conjunction with the ASPHO 29th Annual Meeting, May 11-14, 2016 in Minneapolis. We anticipate drawing more than 1000 attendees from across the country.

ASPHO strives to advance the knowledge, understanding, and application of pediatric hematology/oncology and to foster the dissemination of this information through its annual meeting.

ASPHO invites its Industry Relations Council (IRC), their medical education partners and others with an interest in pediatric hematology/oncology to submit proposals for CFSS to be presented as part of the official independent CME and Non-CME Satellite Program in conjunction with the ASPHO 29th Annual Meeting. Independent CME and Non-CME CFSS are the exclusive venue for educational programs supported by industry and facilities during dedicated time slots during the ASPHO Annual Meeting.

Proposals will be reviewed by the ASPHO Program Committee, and will be evaluated based on the quality of the proposed programs and ability to complement workshops and symposia selected for presentation at the Annual Meeting.

If a proposal is accepted by the Program Committee, the program will be scheduled as an official CFSS held in conjunction with the Annual Meeting. CME programs will be scheduled in a breakfast or dinner slot and Non-CME in a breakfast or lunch slot. The ASPHO Program Committee will determine program placement. Once a time has been assigned, it cannot be changed. No other educational programs or social events supported or sponsored by any other organization and directed at the same audience may be offered over the official dates and times of the ASPHO Annual Meeting in the same city as the ASPHO meeting.

Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the annual meeting attendees.
- CME programs must be developed in accordance with accreditation guidelines, e.g., ACCME Standards for Commercial Support; and, the content is free of commercial bias for or against any product and designated for CME credit by an accredited provider.

Deadline for submission of CFSS is September 25, 2015. Please contact Mary Paulson at mpaulson@aspho.org if an extension is required or submission is past the due date.

Timeline

9/25/15	Proposals for CFSS due to ASPHO – Contact Mary Paulson if an extension is required at mpaulson@aspho.org
10/23/15	Companies notified of acceptance and/or recommended revisions, as determined by the Program Committee.
10/29/15	Once ASPHO receives written notification that the program has secured funding, ASPHO will assign date and time for the program and send a Fee Agreement to the Medical Education Company for the funding. Assignments will be made once funding has been secured, on a first-come, first-served basis.
10/29/15	Educational funding and signed Fee Agreement (FA) are due, only symposia that have a signed FA will be included in ASPHO program material. The symposia description submitted in the proposal and the list of confirmed faculty will be due for the registration brochure.
2/22/16	Draft copy of invitation submitted to ASPHO for approval
2/22/16	Final descriptive copy due for ASPHO Program Book
3/4/16	ASPHO will assign a meeting room for your event and provide the logistical information packet, including: AV equipment listing, floor diagram, menus and facility contacts
3/4/16	ASPHO will provide ASPHO member mailing list
3/4/16	Requests due for additional audiovisual equipment
3/4/16	ASPHO Program Book advertising material deadline (optional, additional fee)
4/4/16	ASPHO will provide mailing list for pre-registrations for meeting
4/4/16	Room Drop closing (optional, additional fee)
4/15/16	ASPHO will include Symposium information in email to members
6/27/16	Summary of program evaluations to ASPHO post-meeting

The process for submission, selection, and conduct of the CFSS is described below.

PROPOSAL SUBMISSION/SELECTION PROCESS

- Organizations wishing to present a CME CFSS at the ASPHO Annual Meeting may apply to do so by completing a proposal and e-mailing it to Mary Paulson at mpaulson@aspho.org.
- Proposals should include the following information: Title, target audience, educational objectives, preliminary agenda, name and affiliation of potential moderator and speakers, program description (50 words or less), preferred time of presentation, accredited provider contact information for a CME program, organization providing logistical/meeting support, communications company/meeting planner contact, name of supporting company and contact information.



- The ASPHO Program Committee will evaluate and rate all proposals. Ratings will be based on overall quality, scientific merit and broad-based appeal.
- To avoid any appearance of conflict, the current ASPHO Board and Program Committee members should not be included as speakers or moderators in a CFSS.

Board of Trustees:

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- CME CFSS must be designated for physician credit by an ACCME accredited provider. ASPHO will not provide continuing education credit for CFSS.
- ASPHO will notify the medical education company in writing regarding the committee's decision as noted on the timeline. Applicants may not contact reviewers directly to provide additional information or to check the status of a proposal.
- A proposal will be considered complete when it includes: the rationale for holding the symposium (to include the professional practice gap and specific learning need), learning objectives, complete agenda for the program (including proposed speakers and topics), and synopsis of program content (session description) for publication in ASPHO meeting brochure, CME program must include expected outcomes, and a description of how CME credit will be awarded. A representative of the medical education company must sign the proposal.

PROGRAM CONTENT AND SPEAKERS

- CFSS designated for CME credit must comply with ACCME guidelines regarding objectivity and scientific rigor of program content, appropriate disclosure and resolution of commercial relationships, content validity, and program evaluation.
- Current ASPHO Board and Program Committee members may not be included as speakers or moderators in a CFSS (see above).
- The program topic/content cannot be changed once it is selected and approved.
- All correspondence with CFSS speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer of the symposium.

PROMOTION

- ASPHO will list CFSS, including brief program synopses, in the ASPHO Annual Meeting registration brochure, on-site program book and on the ASPHO website.
- ASPHO will provide supporters of CFSS with one set of mailing labels for all ASPHO members 9 weeks prior to the annual meeting. In addition, 3 weeks prior to the meeting ASPHO will provide one set of mailing labels for the ASPHO meeting pre-registration list.
- A blast e-mail will be sent 2-weeks out from the meeting to all registered attendees reminding them that CFSS are being offered with a link to register.
- Invitations for the CFSS must be submitted to ASPHO for review and approval prior to publication. Please allow at least five business days for ASPHO to turn around approval of materials.
- You may refer to your program as a "Corporate Forum Satellite Symposium," or a "Corporate Forum Satellite Breakfast/Lunch/Dinner Symposium;" however, ASPHO requires that the rest of the verbiage is stated in this manner: "Held in conjunction with the 29th Annual Meeting of the American Society Pediatric Hematology/Oncology."
- Requested copy for invitations: There is no registration fee for attending this symposium, however, seating is limited. Preregistration does not guarantee seating. We do recommend arriving at the symposium location early.

Please note – any usage of the ASPHO logo requires permission from ASPHO.

- The following are additional marketing opportunities available to support attendance at your program. These programs require an additional fee. Please refer to the exhibitor prospectus for the correct forms on ASPHO's website:
 - Program Book Advertising
 - Room Drop at Headquarter Hotel

REGISTRATION

- Registration for the satellite event will be the responsibility of the organizer of the symposium.
- Lead retrieval units will be provided one hour before the session, these units can be picked up at the ASPHO Registration Counter.
- All CFSS will be listed on signage located in the ASPHO registration area.
- CFSS personnel must be available outside the session room an hour prior to the scheduled start time of the event to handle registration and answer questions.
- A registration table, easels, rope and stanchion will be provided outside the session room.

EVENT LOGISTICS

- One person must be designated as the sole contact for the CFSS. ASPHO will deal directly with that one person.
- ASPHO will assign a meeting room for your event and provide logistical information packet, including: AV equipment, floor diagram, and facility contact via email.
- Meeting rooms designated for CFSS will be set with round tables, banquet style. Buffet set up will be allowed only with prior permission from ASPHO contact.
- A minimum of 250 should be budgeted for hand out materials and food & beverage. Guarantees should be based on your preregistration numbers and past attendance at similar events at ASPHO.
Breakfast (100) Lunch (250) Dinner (175-250)
- Please indicate your preference for a lunch or dinner on the proposal.
 - CME Lunch – Wednesday May 11– 11:30-1:00 pm*
 - CME Dinner – Wednesday May 11 – 7:30-9:00 pm*
 - CME Dinner – Thursday May 12– 7:45-9:15 pm*
 - CME Dinner – Friday May 13 – 7:30-9:00 pm*

*Times are subject to change and will be confirmed when program is approved



- ASPHO may require you to change your menu based on other events within the meeting.
- The symposium and all food & beverage must be kept contained within the assigned meeting room and the assigned time frame.
- CFSS organizer is responsible for handling onsite management of the event.
- A registration table, 2 leads retrieval units, easels, and rope and stanchion will be provided outside the session room. No other furniture, display units, banners or unapproved signage may be placed outside the room. No sales activities may take place and no promotional materials may be distributed in the meeting room or the registration area.
- Space will also be allocated for a maximum of 4 signs (28" x 44") for the CFSS. Placement and availability of posting signs will be determined by ASPHO. Organizers are responsible for removing signage and meeting handouts, etc., at the conclusion of the event.
- ASPHO requires that you use the designated audio/visual contractor for this meeting, MAC Productions. A detailed AV equipment list and diagram will be provided. You have approval to bring in your own Producer and to order additional equipment.
- Audio/video taping will be the responsibility of symposium organizer and can be arranged through MAC Productions.
- All expenses associated with changes in room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the CFSS organizer.
- CME CFSS program evaluations and CME certificates for continuing education credits are the responsibility of the CFSS organizer. A summary of participant evaluations must be provided to ASPHO no later than 8 weeks after the meeting.

COMPLIANCE

Violation of these guidelines may result in the cancellation of the symposium and/or may jeopardize the opportunity to hold a satellite event at future annual meetings. One person must be designated as the primary contact/project manager for the satellite program throughout the application and planning process; ASPHO will deal directly with that one person.

ASSOCIATION FEES

- The program fee for a CFSS is **\$35,000** in the form of an association fee to the American Society of Pediatric Hematology/Oncology.
- A fee agreement between ASPHO and the medical education company must be signed.
- Corporate Members providing the fee to the medical education companies will be acknowledged as providing the funding with the listing of the session. They will not be acknowledged as supporters of the meeting through this fee.
- Program fees and accompanying signed fee agreements must be received by ASPHO by September 25, 2015, unless an extension has been given.

ASPHO Contacts:

Please direct general inquiries to:

Mary Paulson, Manager, Professional Relations & Development
American Society of Pediatric Hematology and Oncology
8735 W Higgins Road, Suite 300, Chicago, IL 60631
847.375.4803, Fax 888.374.7259 mpaulson@aspho.org

Please direct all education inquiries involving accreditation, fee agreement, content, speakers, and invitation copy to: Jackie Holcomb, Education Manager

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