



The 2021 ASPHO Virtual Conference of the American Society of Pediatric Hematology/Oncology

April 20-23, 2021

The following information will remain on the American Society of Pediatric Hematology/Oncology (ASPHO) website through the conclusion of the 2021 ASPHO Conference. These guidelines and instructions have been developed as a resource for you in the planning and implementation of a satellite symposium.

ASPHO Mission Statement

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

General Information

ASPHO invites the submission of proposals for satellite symposia to be presented in conjunction with the 2021 ASPHO Conference, April 20-23, 2021.

We anticipate drawing more than 1,100 pediatric hematology/oncology professionals from the U.S. and around the world. ASPHO strives to advance the knowledge, understanding, and application of pediatric hematology/oncology and to foster the dissemination of this information through its annual conference.

ASPHO invites its associates, their medical education partners, and others with an interest in pediatric hematology/oncology to submit proposals for satellite symposia to be presented as part of the official independent CME and Non-CME Satellite Program in conjunction with the 2021 ASPHO Conference. Independent CME and Non-CME satellite symposia are the exclusive venue for educational programs supported by industry and other institutions during dedicated time slots during the ASPHO Conference.

Proposals will be reviewed by the ASPHO Conference Planning Committee and will be evaluated based on the alignment of the proposed programs with ASPHO's mission and goals and ability to complement workshops and symposia selected for presentation at the conference.

If a proposal is accepted by the ASPHO Conference Planning Committee, the program will be scheduled as an official satellite symposium held in conjunction with the conference. CME and Non-CME programs will be scheduled in morning and afternoon time slots. The ASPHO Conference Planning 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 conference.

Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the conference 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 satellite symposia is February 19, 2021. Please contact Michele Gallas at mgallas@aspho.org if an extension is required or submission is past the due date.

Proposed Timeline (Subject to Change)

2/19/21	Proposals for satellite symposia due to ASPHO.
2/26/21	Companies notified of acceptance and/or recommended revisions, as determined by the ASPHO Conference Planning Committee.
3/05/21	Once ASPHO receives written notification that the program has secured funding, ASPHO will assign date and time for the program and send a Letter of Agreement to the Sponsoring Entity for the funding. Assignments will be made once funding has been secured, on a first-come, first-served basis.
3/19/21	Educational funding due, only symposia that have a signed Letter of Agreement will be included in ASPHO program material. The symposia description submitted in the proposal and the list of confirmed faculty will be due for inclusion in the online symposia listing.
3/26/21	Funding must be received in full or program will be cancelled without refund
3/29/21	Final descriptive copy due for ASPHO conference webpage
4/5/21	ASPHO will provide mailing list for members and to-date registrations for meeting
4/12/21	ASPHO will include Symposium information in email to members (date subject to change)
6/18/21	Summary of program evaluations to ASPHO post-meeting

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

Proposal Submission/Selection Process

- Organizations wishing to present a satellite symposium at the 2021 ASPHO Conference may apply to do so by completing a proposal and e-mailing it to ASPHO at mgallas@aspho.org.
- Proposals should include the following information: Title, target audience, educational objectives, preliminary agenda, name and affiliation of potential moderator and speakers (if known), program description (50 words or less), preferred day and 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 Conference Planning 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 Committee members should not be included as speakers or moderators in satellite symposia.

Board of Trustees:

Jorge DiPaola, MD, President
Patrick Leavey, MD, Immediate Past President
Doug Graham, MD PhD
Caroline Hastings, MD
Nobuko Hijiya, MD
Jeff Hord, MD
Dana Matthews, MD
Betty Pace, MD
Maria Velez, MD
Dan Wechsler, MD PhD

Conflicting Committees:

Conference Planning Committee
Education Committee
Review Course Committee

- CME satellite symposia must be designated for physician credit by an ACCME accredited provider. ASPHO will not provide continuing education credit for satellite symposia.
- 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 online posting. 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

- Satellite symposia 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 specific members of ASPHO Committees may not be included as speakers or moderators in satellite symposia (see above).
- The program topic/content cannot be changed once it is selected and approved.
- All correspondence with satellite symposia speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer of the symposium.

Promotion

- ASPHO will list satellite symposia, including brief program synopses (50 word maximum, where appropriate) on the 2021 ASPHO Conference webpages.
- ASPHO will provide supporters of satellite symposia with one postal mailing list about four weeks prior to the conference for all ASPHO members and pre-registered attendees to be used for a one-time use mailing campaign. Email addresses are not included. The list is not provided until a sample of the mailer is reviewed and approved by ASPHO.
- A blast e-mail will be sent approximately 2 weeks out from the conference to all registered attendees reminding them that satellite symposia are being offered with a link for more details.
- Printed invitations or marketing material for the satellite symposia must be submitted to ASPHO for review and approval prior to publication or list release. Please allow at least five business days for ASPHO to turn around approval of materials.
- You may refer to your program as a "Satellite Symposium," or a "Satellite Morning or Afternoon Symposium"; however, ASPHO requires that the rest of the verbiage be stated in this manner: "Held in



conjunction with the 2021 ASPHO Conference of the American Society Pediatric Hematology/Oncology." *Use of the ASPHO logo is prohibited.*

- Suggested copy for invitations: There is no registration fee for attending this symposium.
 - The following are some typical additional marketing opportunities available to support attendance at your program. These programs require an additional fee:
 - Push notification on virtual platform
 - Banner Advertising on virtual conference landing page
 - Post card included in pre-conference attendee mailing

Please refer to the correct forms on ASPHO's Website in the Virtual Prospectus.

Registration

- Registration for the satellite event will be the responsibility of the organizer of the symposium.
- Organizer will provide a link for registration.
- Platform specifications and directives will be forthcoming.

Event Logistics

- One person must be designated as the sole contact for the satellite symposia. ASPHO will communicate directly with that one person.
- All registration links are the responsibility of the symposia organizer.
- Please indicate your preference for a morning or afternoon on the proposal:
 - CME or non-CME Morning – Wednesday April 21, 8-9:00 am* (1 hematology, 1 oncology)
 - CME or non-CME Afternoon – Wednesday April 21, 11:30am-12:30pm (1 hematology, 1 Oncology)
 - CME or non-CME Morning – Thursday April 22, 8-9:00am* (1 hematology, 1 oncology)
 - CME or Non-CME Afternoon – Thursday April 22, 12:30-1:30 pm* (1 hematology, 1 oncology)
 - CME or non-CME Morning – Friday April 23, 8-9:00 am* (1 hematology, 1 oncology)
 - CME or Non-CME Afternoon – Friday April 23, 12:00-1:00 pm* (1 hematology, 1 oncology)

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

- Organizer is responsible for providing a Zoom link for the symposia.
- Satellite symposia organizer is responsible for handling management of the event during the conference.
- Audio/video taping will be the responsibility of symposium organizer.
- CME satellite symposia program evaluations and CME certificates for continuing education credits are the responsibility of the satellite symposia 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 conferences. One person must be designated as the primary contact/project manager for the satellite program throughout the application and planning process; ASPHO will communicate directly with that one person.



Association Fees

- The program fee for satellite symposia is \$25,000 in the form of an association fee to the American Society of Pediatric Hematology/Oncology.
- A Letter of 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 Letter of Agreement must be received by ASPHO March 19, 2021, unless an extension has been given.

ASPHO Contacts

Please direct general inquiries and specific symposium details to:

Michele Gallas

Senior Sales, Professional Relations & Development

American Society of Pediatric Hematology and Oncology

8735 W Higgins Road, Suite 300, Chicago, IL 60631

847.375-4853 | Fax 888.374.7259 | mgallas@aspho.org

General

ASPHO does not guarantee attendee participation or minimum expected attendance. The success of a satellite symposia is often a direct result of how compelling the topic and presenter are. ASPHO will do what it can to provide marketing and promotional support of the satellite symposia programs to the conference attendees and the ASPHO members.

ASPHO appreciates the consideration of participation by your organization. Please let us know how we can make your event successful, or how we can customize a program to achieve your targeted results.