



**The 2025 Conference of the
American Society of Pediatric Hematology/Oncology (ASPHO)
May 7-10, 2025
Kentucky International Convention Center, Louisville, KY**

Guidelines for Satellite Symposia

The following information will remain on the ASPHO website through the conclusion of the 2025 ASPHO Conference. These guidelines and instructions have been developed as a resource for you in the planning and implementation of a satellite symposium (SYMPOSIA).

ASPHO Mission Statement

To support and advance the pediatric hematology/oncology medical and scientific community to improve the health and well-being of children, adolescents, and young adults with blood disorders and cancer.

General Information

ASPHO invites the submission of proposals for SYMPOSIA to be presented in conjunction with the 2025 ASPHO Conference, May 7-10, 2025, at the Kentucky International Convention Center, Louisville, KY.

ASPHO anticipates drawing more than 1,100 attendees from across the United States and Canada.

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 industry associates, their medical education partners, and others with an interest in pediatric hematology/oncology to submit proposals for SYMPOSIA to be presented as part of the official independent CME and non-CME satellite program in conjunction with the 2025 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 at the ASPHO conference.

Proposals will be reviewed by the ASPHO Conference Planning Committee and will be evaluated based on the relevance to the Society's mission, quality of the proposed programs, and complement to the workshops and symposia selected for presentation at the conference.

If a proposal is accepted by the Committee, the program will be scheduled as an official SYMPOSIUM held in conjunction with the conference. CME programs will be scheduled in certain lunch, breakfast, or dinner slots; and non-CME in all breakfast, lunch, or dinner slots. Once a time has been assigned, it cannot be changed. No other educational programs or social events supported or sponsored by any other external organization and directed at the same audience may be offered over the official dates and times of the ASPHO conference in the same city as the ASPHO conference.



Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the ASPHO conference attendees.
- CME programs must be developed in accordance with accreditation guidelines, e.g., ACCME Standards for Commercial Support; with content free of commercial bias for or against any product and designated for CME credit by an accredited provider.
- An approved SYMPOSIUM may only be presented if the sponsoring organization is also a registered exhibitor at the 2025 ASPHO Conference.

Deadline for submission of SYMPOSIA is February 7, 2025. Please contact ASPHO at support@aspho.org if an extension is required or submission is past the due date.

Proposed Timeline (Subject to Change)

7/1/24	Proposals for SYMPOSIA open to ASPHO – Contact ASPHO if an extension is required. Contact support@aspho.org .
Submission + 1 week	Companies notified of acceptance and/or recommended revisions, as determined by the ASPHO Conference Planning Committee. 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 (LOA) to the Sponsoring Entity for the funding. Assignments will be made once funding has been secured, on a first-come, first-served basis.
2/7/25	Deadline for submission
2/28/25	Educational funding and signed LOA are due, only symposia that have a signed LOA will be included in ASPHO program material. The SYMPOSIUM description and required details submitted in the proposal and the list of confirmed faculty will be due.
3/7/25	Final descriptive copy due for ASPHO Pocket Guide and/or mobile app, plus ASPHO conference webpage description.
3/7/25	ASPHO will assign a meeting room for your event and provide the logistical information packet, including: AV equipment listing, floor diagram, and facility contacts
4/7/25	Bag Insert and/or Hotel Room Drop closing (optional, additional fee)
4/7/25	ASPHO will provide mailing list for members and to-date registrations for meeting
4/7/25	Requests due for additional audiovisual equipment
4/7/25	Funding must be received in full or program will be cancelled without refund
4/7/25	Draft copy of invitation submitted to ASPHO for approval
4/14/25	ASPHO advertising material deadline (optional, additional fee)
4/21/25	ASPHO will include symposium information in email to members (date subject to change)
6/6/25	Summary of program evaluations to ASPHO post-meeting

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

Proposal Submission/Selection Process

- Organizations wishing to present a CME SYMPOSIUM at the 2025 ASPHO Conference may apply to do so by completing a proposal and e-mailing it to ASPHO at support@aspho.org.
- Proposals should include the following information: Title, topic type (oncology or hematology), 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 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 of Directors, Trustees, and select committee members should not be included as speakers or moderators in SYMPOSIA.

Conflicting Committees include:

Conference Planning Committee
Education Committee

- CME SYMPOSIA must be designated for physician credit by an ACCME accredited provider. ASPHO will not provide continuing education credit for SYMPOSIA.
- ASPHO will notify the submitting 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 conference materials and/or 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

- 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 Conference Planning Committee members may not be included as speakers or moderators in a SYMPOSIA (see above).
- The program topic/content cannot be changed once it is selected and approved.
- All correspondence with SYMPOSIA speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer of the SYMPOSIA.

Promotion

- ASPHO will list SYMPOSIA, including brief program synopses (50 word maximum, where appropriate) on the 2025 ASPHO Conference schedule webpages, printed pocket guide (space and timing dependent), in the mobile app platform, and onsite signage.
- ASPHO will provide supporters of SYMPOSIA with one postal mailing list about four weeks prior to the annual conference for all ASPHO members and pre-registered attendees to be used for a one-time use postal 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 SYMPOSIA are being offered with a link for more details.
- Printed invitations or marketing material for the 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 Breakfast/Lunch/Dinner Symposium"; however, ASPHO requires that the rest of the verbiage is stated in this manner: "Held in conjunction with the 2025 ASPHO Conference". *Please note – any usage of the ASPHO logo requires permission from ASPHO.*



- Suggested 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.
- The following are some typical additional marketing opportunities available to support attendance at your program. These programs require an additional fee. Please refer to the correct forms on ASPHO's website:
 - Conference Mobile App and Webpage Advertising
 - Mobile App Push Notification
 - Tote Bag Insert at registration desk
 - Hotel Room Drop
 - Onsite Signage
 - Post-conference recording of the program on the mobile app platform for virtual attendee viewing

Registration

- Registration for the SYMPOSIUM will be the responsibility of the organizer of the symposium.
- A lead retrieval device (1) is included and will be provided one hour before the session, the device can be picked up at the ASPHO Registration Counter.
- All SYMPOSIA will be listed on signage located in the ASPHO registration area.
- SYMPOSIA 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 and seating will be provided outside the session room.

Event Logistics

- One person must be designated as the sole contact for the SYMPOSIA. ASPHO will deal directly with that one person.
- ASPHO will assign a meeting room for your event and provide a logistical information packet, including: basic AV equipment, floor diagram, and facility contacts.
- Meeting rooms designated for SYMPOSIA will be set with crescent rounds, banquet style for approximately 110 people. Buffet set up will be allowed only with prior permission from ASPHO contact and the facility catering contact. The room setup is determined in advance for multiple programs over multiple days and cannot be reconfigured.
- Please indicate your preference for a breakfast, lunch, or dinner on the proposal:
 - Wednesday CME or non-CME Lunch – May 7, 11:30 am-12:30 pm* (1 hematology, 1 oncology)
 - Wednesday CME or non-CME Dinner – May 7, 5:45-7:15 pm*
 - Thursday CME or non-CME Breakfast – May 8, 6:30-7:45 am*
 - Thursday CME Lunch – May 8, 12:15-1:30 pm* (1 only; either hematology *or* oncology)
 - Thursday non-CME Lunch – May 8, 12:15-1:30 pm* (1 hematology *or* 1 oncology)
 - Thursday CME or non-CME Dinner – May 8, 7:00-8:30 pm*
 - Friday CME or non-CME Breakfast – May 9, 6:30-7:45 am*
 - Friday non-CME Lunch – May 9, 12:45-2:00 pm* (1 hematology, 1 oncology)
 - Friday CME or non-CME Dinner – May 9, 6:00-7:30 pm*
- **Times are subject to change and will be confirmed when program scheduling is approved*
- The symposium and all food & beverage must be kept contained within the assigned meeting room and the assigned time frame.
- The SYMPOSIA organizer is responsible for handling onsite management of the event.
- A registration table and seating 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 non-symposia areas.



- Space will also be allocated for a maximum of two signs (<28” x 44”) for the SYMPOSIA. 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. A detailed AV equipment list and diagram will be provided. You have approval to bring in your own Producer and to order additional equipment from the AV contractor directly at their prevailing rates.
- Audio/video taping will be the responsibility of symposium organizer and can be arranged through the approved AV contractor.
- All additional expenses associated with changes in room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the symposium organizer.
- CME SYMPOSIA program evaluations and CME certificates for continuing education credits are the responsibility of the 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 deal directly with that one person.

Association Fees

- The program fee for a SYMPOSIUM is from **\$15,000-\$40,000** in the form of an association fee to the American Society of Pediatric Hematology/Oncology. The fee structure is dependent upon the day and time of the event, room limitations, and if food and beverage are included. Call for details.
- 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 April 7, 2025, unless an extension has been given.

ASPHO Contacts

Please direct general inquiries and specific symposium details to:

Rob Frey

Director, Professional Relations & Development

American Society of Pediatric Hematology and Oncology

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

847-508-4773 | Fax 888.374.7259 | rpfrey@aspho.org

General

ASPHO does not guarantee attendee participation or minimum expected attendance. The success of SYMPOSIA is often a direct result of how compelling the topic and presenter are. ASPHO will do its best to provide marketing and promotional support of the 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.