

AACE Satellite Symposia Frequently Asked Questions

- *What is a satellite symposium?* **Satellite symposia are 1 ½ hour live sessions that are held in conjunction with the AACE Annual Meeting (prior to, during and post). They are supported by an educational grant provided to AACE.**
- *Who accredits the satellite symposia?* **AACE is the accrediting body for all satellite symposia in conjunction with the AACE Annual Meeting.**
- *When are Proposals Kits made available?* **Proposal information is usually mailed in the late summer. The information will also be available on the AACE website- www.aace.com.**
- *When are proposals due?* **Proposals are usually due 4-6 weeks after they are mailed (early fall).**
- *How much is it to support a satellite symposium at the AACE Annual Meeting?* **AACE offers concurrent sessions (2 satellites going on at the same time) for a fee of \$45,000 for those companies who contract with a management company and \$55,000 for those who do not use a management company. This grant covers faculty registration for the Annual Meeting, AACE accreditation, standard audio-visual, staff support and management for satellite, as well as symposium pre-registration and satellite title and supporter listed in the program and AACE newsletter.**
- *Is a Letter of Agreement necessary for this support?* **YES. A Letter of Agreement (LOA) will be issued from AACE (unless a pharmaceutical company has to use their own) once the program is approved. If AACE does not receive a fully executed agreement prior to the satellite, it will be subject to cancellation. If a third party company is contracting with the pharmaceutical company, AACE has to have a signed 3 way LOA along with a budget for the entire grant amount being paid for the activity (not just the AACE grant). The entire amount budgeted MUST be paid directly to AACE and funds are dispersed from AACE to the third party company.**
- *How many people attended the 2007 Annual Meeting?* **Total attendance was over 1,300 with 1,144 physicians, 163 allied health professions, and 207 international attendees.**
- *How many people might attend a satellite symposium?* **Attendance will vary based on the interest in the topic. In the past there have been satellites that attract 150 – 500 people.**
- *Who provides the evaluation forms for the satellite?* **AACE will e-mail an evaluation template for you to use. Each satellite company is responsible for printing the evaluation form after AACE reviews and approves it. Original evaluations and electronic summaries need to be submitted to AACE no later than 5 weeks after the satellite.**
- *How do the attendees obtain their CME credits?* **For the past 7 years, AACE has used the same procedure for the attendees to obtain their CME. All the educational sessions, including satellites, will be assigned a code that the attendee will have access to, they will swipe their badges to log in to a CME Station and input the code of the session they attended. The attendee can print the CME letter each time they enter a code or at the end of the meeting. (the CME Stations are located by AACE Registration, computer terminals will not be available outside each satellite room)**
- *Can a satellite company use a registration check-off list when the attendees enter the session?* **NO. We do not permit companies to do this as it tends to cause too much confusion and excess traffic outside of the satellite rooms, which are used all day by different companies. It also creates a problem because the attendees then expect to have their names checked off before all other sessions. While attendees are asked to pre-register for satellite symposia, this information is**

strictly to ensure that sufficient space and materials are provided- seating is ultimately first come, first serve.

- *Is there a limit on the signage regarding size and quantity?* **YES.** The limits include 1 sign for the session, 1 sign for the food room, 1 sign for your slide review (if applicable), and 1 sign that will be posted by AACE on a designated satellite symposia display board. Signs can only be placed the day of the session, unless the session is at 5:45am, in which case it can be placed the night before. Signs must be a standard size of 22" x 28". No banners or meter boards are allowed. The sign quantities are subject to change each year depending on the venue size.
- *How does a satellite company obtain a private speaker ready room?* **If you require a private room, you will need to contact the venue directly. AACE does have a speaker ready room that is open to all faculty, but it cannot be used as a private meeting room.**
- *Who pays the speaker honorarium and expenses?* **The pharmaceutical company will pay the \$2,000 honorarium to the faculty (speakers and moderator). The pharmaceutical company will also reimburse the faculty members' expenses; however, the company must comply with AACE reimbursement guidelines. The honoraria and expenses will need to be included in the initial budget from the management company. If a management company is not used AACE will pay the honorarium and expenses out of the \$55,000 fee.**
- *Who prints and mails the satellite brochures (and/or save the date cards)?* **The company is responsible for printing and mailing all brochures and/or promotional materials. All printed materials need to be reviewed and approved by AACE before printing. Each company will receive an AACE mailing list, after the final approval, which can be used for mailing the brochures. Each company pays for the postage and all other costs of the brochures.**
- *Who prints the syllabus or abstract book?* **Each company is responsible for printing the syllabus or abstract books after final approval from AACE.**
- *Who pays for a food event in conjunction with a satellite?* **Each company is responsible for paying for the food & beverage held prior to their satellite symposia. The appropriate meeting space or area will be provided by AACE. Please note that companies will be required to order a minimum quantity of kosher and vegetarian meals for their event.**
- *How does a satellite company get updates on registration numbers?* **AACE will provide a web-site address for each company so that the registration numbers can be tracked on an individual basis. The web-site address and passcode will be distributed a few months prior to the meeting.**
- *Are door drops allowed?* **This opportunity may change on a yearly basis, but if AACE decides to allow door drops, it will be through one contracted company. If implemented, this will be the only door drop procedure allowed prior to, during or after the AACE Meeting. The door drop fee for 2007 was \$3,360.**
- *What if a company wants to do an enduring material after the live event?* **An enduring material taken from any satellite during the AACE meeting has to be approved and accredited by AACE (note that enduring materials are considered separate activities and thus will be subject to a separate accreditation approval from the live event). It cannot be distributed until 3 months after the satellite.**