



# Pediatric Academic Societies' Annual Meeting

American Pediatric Society ~ Society for Pediatric Research ~  
Ambulatory Pediatric Association ~ American Academy of Pediatrics

May 14 – 17, 2005 ~ Washington, DC

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## Guidelines for Industry Sponsored Symposia

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The Pediatric Academic Societies (PAS) welcomes proposals from industry to present non-commercial scientific symposia during designated hours at the PAS Annual Meeting. Industry Sponsored Symposia (ISS) are educational programs supported by PAS exhibitors. These events are not part of the official scientific sessions as planned by the PAS Program Committee; nor are they endorsed by the PAS. These events are scheduled during time slots that do not compete with PAS programs or exhibit hall hours.

### About the PAS

The ISS program is the exclusive venue available for educational programs by industry during the PAS Annual Meeting. Available times for ISS for 2005 are noted below. No educational programs sponsored by any other organization or PAS approved alliance directed at the same audience may be offered over the official dates of the PAS Annual Meeting within 100 miles of the PAS meeting location. There are a limited number of time and space slots available.

### CME Credit and Compliance with AMA and ACCME Guidelines

The PAS does not provide AMA-PRA Category 1 credit for ISS. Those wishing to hold symposia must obtain credit from another accredited CME provider.

All symposia must be held in compliance with the Accreditation Council for Continuing Medical Education's (ACCME) Standards for Commercial Support of Continuing Medical Education. In addition, although compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry is the responsibility of the individual physician, every effort should be made to ensure that PAS attendees are not put in a situation that would be considered a violation of these guidelines. Approval of proposed symposium will be based on these and other regulations as outlined below.

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

### Application/Selection Process

ISS supporters must submit a completed application no later than December 10, 2004. Payment of the educational grant must accompany the application when submitted.

An application will be considered complete when it includes:

- The rationale for holding the symposium
- Learning objectives
- Complete agenda for the program, including proposed speakers and topics
- Synopsis of program content for publication in the PAS programs
- Complete application form with signatures
- Contact information for accredited CME sponsor of the symposium (PAS will not sponsor ISS)

- Sample evaluation form
- Description of how evaluation and CME credits will be handled on-site
- Payment

The PAS Executive Committee and Program Committee Chair will review the application and determine its appropriateness based on the program’s scientific merit and audience interest.

Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the memberships
- The topic meets ACCME guidelines and Standards for Commercial Support, and the content is free of commercial bias for or against any product
- The proposed program is designated for CME credit by an ACCME accredited sponsor

To avoid appearance of conflict, current PAS Board and Council/Program Committee members may not be included as speakers or moderators for an ISS. All correspondence with ISS speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer.

The sponsor will be contacted in writing regarding the committee’s decision approximately one month after review. Applicants may not contact reviewers directly to provide additional information or to check the status of an application. Once a program is selected and approved it CANNOT be changed.

Proposals should be submitted to Kathy Cannon, Associate Meeting Director, c/o The Pediatric Academic Societies, 3400 Research Forest Drive, Suite B7, The Woodlands, TX, 77381.

### Available Sessions

Industry Sponsored Symposia may be held on the following dates and times. There are a total of five (5) sessions available.

DATE	TIME	# OF SESSIONS AVAILABLE
Sunday, May 15	7:00pm – 10:00pm	3
Monday, May 16	6:00pm – 9:00pm	2

The availability of the meeting room for set up will be determined by your choice of venue and events that are currently scheduled prior to your event. ***Regardless of the time the room is released to you for set up, your program (including registration, dinner, etc.) must not begin prior to the start times listed above.***

### **Administrative Fee**

The fee for hosting an ISS is based on whether or not the commercial supporter will also be an exhibitor at the PAS 2005 Exhibition.

- PAS Exhibitors: \$20,000.00
- Non-Exhibitors: \$25,000.00

The fee is due at the time of application. Applications will not be considered if payment is not received. Checks should be made payable to the Pediatric Academic Societies. Full payment will be refunded if program is not accepted.

### **Cancellation Policy**

The PAS must be notified in writing of the cancellation of an approved ISS. For cancellations received by the close of business on February 18, 2005, the PAS will issue a refund of 80%. No refunds will be issued for cancellations received after February 18, 2005.

### **Event Arrangements (Catering and Hotel Logistics)**

- ISS will be assigned by PAS staff to a meeting room at an official PAS hotel.
- All ISS must be contained within the assigned meeting room and the assigned time frame.
- The Symposium organizer is responsible for the arrangement of all details regarding room set up, catering arrangements, etc., and will deal directly with the hotel.
- Symposia organizers are responsible for handling pre-registration and on-site management of the event.
- No sales activities may take place and no promotional materials may be distributed in the session room or the registration area.
- All expenses associated with room set-up and clean-up, food and beverage, audio visual, electrical, telephone, shipping, signage, etc. are the sole responsibility of the Symposium organizer.
- Symposium organizers are required to work with the PAS A/V provider for the meeting (Audio Visual Management Group – ‘AVMG’).
- **One person must be designated as the sole contact for your company. PAS will then deal directly with that person.**

### **Program/Promotional Materials**

- All promotional and program materials must be reviewed and approved by the PAS. Once approved, revisions and final materials must be submitted to the PAS in writing.
- The PAS wishes to avoid any implication that Industry Sponsored Symposia are planned, implemented or sponsored by the PAS. Promotional material may in no way mention the PAS, individual PAS partner societies or the PAS Annual Meeting. Phrases such as “presented during,” “presented in conjunction with,” “preceding,” or “prior to” may not be used. This rule applies to materials developed for use before, during and after the conference.
- The distribution/display of any materials promoting an ISS is strictly prohibited in all public spaces of the event venue, convention center or other hotels, except as outlined below.

## Promotional Opportunities

- **Advance Mailing To Pre-Registrants** – Upon approval of your first promotional piece to be mailed, the PAS will provide one set of pre-registrant mailing labels at no cost. ***This list is approved for a one-time use only to promote the ISS.*** For subsequent mailings, additional copies of the PAS pre-registrant list will be available for purchase.
- **Included in the PAS On-site Program Guide** – PAS will list ISS, including a brief synopsis in the PAS On-site Program Guide.
- **PAS Hotel Room Drops** – The PAS offers an official distribution service that provides exhibitors with a means to distribute marketing pieces directly to hotel rooms. Hotel room drops will be allowed for symposia sponsors only through this service at the expense of the symposium organizer.
- **Exhibits** - Booth representatives may distribute invitations, tickets, etc. from within the exhibit space assigned to the sponsor or commercial supporter of a symposium.
- **Signage** – A total of three (3) promotional signs are permitted in the venue at which the symposium is being held. Two (2) signs may be placed in public spaces of the event venue, and one (1) sign may be placed at the door of the symposium room. No other signs are permitted. Sign dimensions may not exceed 24” x 36”. Signs may not be posted for more than 16 hours prior to the start of the event and must be removed no later than two hours after the event. *Distribution of invitations, tickets, etc., promoting an ISS is strictly prohibited in all other public spaces of the event venue, convention center or other hotels.*

## Program Follow-up

ISS sponsors must submit an evaluation summary report and final attendance list by June 15, 2005.

## Violation Policy

The PAS reserves the right to restrict and/or dismiss at any time any event, topic, format or materials it deems inappropriate, in poor taste or offensive to attendees. By applying to host an ISS, you agree to adhere to the guidelines set forth by the PAS for Industry Sponsored Symposia. Any violation of these guidelines may result in the immediate dismissal of your program, and the PAS reserves the right not to consider future applications for ISS submitted on behalf of any sponsor, credit provider, or commercial supporter who has violated these guidelines.

## Timeline

December 10, 2004	Application/Proposal and Educational Grant for ISS due to PAS
January 10, 2005	Companies notified of acceptance and invoiced by PAS
January 24, 2005	Signed Letter of Agreement due to PAS
February 1, 2005	Deadline for cancellations
March 18, 2005	Final deadline for PAS approval of publicity materials and course materials, including handouts
April 15, 2005	PAS will provide one set of mailing labels for pre-registrations for conference
June 15, 2005	Summary of program evaluations due to PAS post conference