



# **The Annual Assembly of Hospice and Palliative Care**

## **CE Satellite Symposia Guidelines**

**March 14-17, 2018**

**John B. Hynes Veterans Memorial Convention Center, Boston, MA**

Thank you for your interest in providing CE Satellite Symposia (CESS) in conjunction with the 2018 Annual Assembly of Hospice and Palliative Care provided by the American Academy of Hospice and Palliative Medicine (AAHPM) and the Hospice and Palliative Nurses Association (HPNA). More than 3,200 physicians, nurses, and health professionals are expected to attend the largest conference related to hospice and palliative care.

The purpose of the Annual Assembly is to promote excellence in hospice and palliative care. AAHPM and HPNA combine their expertise to advance the field, thus meeting the shared goal of improving quality of life for patients facing serious or life-threatening conditions and their families.

The American Academy of Hospice and Palliative Medicine (AAHPM) is accredited by the Accreditation Council for Continuing Medical Education (ACCME). The proposed programs must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.

The Planning Committee will review all proposals. Acceptance will be based on overall quality, scientific merit, documentation of practice gaps, and the plan for measurement of outcomes. If there are recommendations for revisions, an updated proposal will be requested. The updated proposal will be reviewed to assure recommendations were accepted and changes integrated. If the proposal is not approved or the funder declines recommended changes or if the final agreement on the funding cannot be obtained then the proposal will be declined. If a proposal is accepted by the Planning Committee, the program will be scheduled as an official CE Satellite Symposium of the Annual Assembly in an available dining slot, depending on availability of space. AAHPM will determine program placement. Once a time has been assigned, it cannot be changed.

The process for submission, selection, and conduct of the CE Satellite Symposia is described below.

### **PROPOSAL SUBMISSION/SELECTION PROCESS**

Companies wishing to present a CE Satellite Symposium at the Annual Assembly of Hospice and Palliative Care may do so by requesting a proposal form. Please complete this form and email to [rpfrey@aahpm.org](mailto:rpfrey@aahpm.org).

A proposal will be considered complete when it includes: the rationale for holding the symposium including documentation of practice gaps, learning and practice change objectives, complete agenda for the program including topics, synopsis of program content (session description) for messaging, and a description of how evaluation and awarding of CE credits will be handled on site. A representative of the

medical education company must sign the proposal. The proposal must include a detailed plan for compliance and reporting under the Physician Payment Sunshine Act.

#### PROGRAM CONTENT AND SPEAKERS

- CE Satellite Symposia will be executed in accordance with ACCME Essential Areas and Elements including the Standards for Commercial Support. Educational materials will be developed in accordance with all regulations, guidelines, standards and codes that apply to independent education including, but not limited to CMSS Code for Interactions with Companies, OIG Compliance Program Guidance for Pharmaceutical Manufacturers and PhRMA Code on Interaction with Health Care Professionals.
- To avoid any conflict of interest or appearance of such, current Planning Committee members and members of the Boards of Directors for AAHPM and HPNA will not be included as speakers or moderators in a CESS.
- AAHPM will not provide continuing education credit for CESS. CE must be provided through an accredited third-party.
- CESS applicants may not contact reviewers directly to provide additional information or to check the status of the proposal.
- All correspondence with CESS speakers, including honoraria and expense reimbursement, disclosure information and resolution of conflicts of interest will be the responsibility of the organizer of the symposium.

#### PROMOTION

- AAHPM will list approved CE Satellite Symposia submitted on a timely basis in the Annual Assembly on-site At-A-Glance Assembly Guide, the Assembly mobile program app, and on the AAHPM Web site.
- AAHPM will provide supporters of CESS with one pre-registered attendee mailing list approximately 3 weeks prior to the Annual Assembly.
- A reminder regarding CESS will be included in AAHPM SmartBrief 2-4 weeks prior to the Annual Assembly with a link for more information.
- Invitations and any other promotional material developed to promote the CESS must be submitted to AAHPM for review and approval prior to final printing or posting. Please allow at least five business days for AAHPM to turn around approvals.
- The program may be referred to as a "CE Satellite Symposium." In addition, all promotional materials must also include the following disclaimer: *"This CE Satellite Symposium is held in conjunction with the Annual Assembly of Hospice and Palliative Care. This program is intended to be educational in nature and has not been planned or sponsored by AAHPM or HPNA or its Program Planning Committee."*
- 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 that any usage of the AAHPM or HPNA logo or Annual Assembly designs or images requires advance permission from AAHPM.

## REGISTRATION

Registration for the CESS is the responsibility of the CESS organizer; all plans must be reviewed and approved by AAHPM.

## EVENT LOGISTICS

- One person must be designated as the sole contact for the CESS. AAHPM will deal directly with that one person.
- AAHPM will assign a meeting room, with your notification letter, for your event at the assigned location.
- AAHPM will provide a logistical information packet including: floor diagram, and facility contact on or before January 5, 2018.
- AAHPM requires that you use the designated audio/visual contractor for this meeting, MAC Productions. A detailed AV equipment list and diagram will be provided. Please note that any additional AV needs will need to be ordered and paid for in advance by the CESS organizer.
- Meeting rooms designated for CESS will be set with round tables, banquet style. The CESS room can accommodate at least 240 people. Participation in CESS may vary depending on content, instructional design and promotion. Guarantees should be based on pre-registration numbers for each specific CESS.
- AAHPM 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.
- CESS organizer is responsible for handling onsite management of the event. CESS 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, chairs, and easels 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 per accreditation standards.
- Space will also be allocated for a maximum of 2 signs (22' x 28') for the CE Satellite Symposium. Placement and availability of posting signs will be determined by AAHPM. Organizers are responsible for removing signage and meeting handouts, etc., from their assigned rooms at the conclusion of the event.
- Audio/video taping will be the responsibility of symposium organizer and can be arranged through MAC Productions.
- All expenses associated with room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the CESS organizer.
- Evaluations and certificates for continuing education credits are the responsibility of the CESS organizer. A summary of participant evaluations must be provided to AAHPM no later than 8 weeks after the conference.

## COMPLIANCE

Violation of these guidelines may result in the cancellation of the CESS and/or may jeopardize the opportunity to hold a satellite event at future Annual Assemblies.

## EDUCATIONAL GRANTS

- The program fee for a CE Satellite Symposium is \$25,000 in the form of an educational grant to the American Academy of Hospice and Palliative Medicine.
- A Letter of Agreement requires signatures of AAHPM, the funder, and the medical education company.
- Commercial Supporters providing the grant to the medical education companies will be acknowledged as providing the grant with the listing of the session. They will not be acknowledged as supporters of the meeting through this grant.
- Program fees and accompanying signed Letters of Agreements must be received by AAHPM by January 5, 2018 or the event will be cancelled.

## TIMELINE

12/1/17	Proposals for CE Satellite Symposia due to AAHPM
12/15/17	Companies notified of acceptance and recommended revisions, as determined by the Planning Committee. An invoice and Letter of Agreement for the educational grant will be included with the acceptance letter.
12/22/17	Educational grant and signed Letter of Agreement due to AAHPM. The session title submitted in the proposal will be used for the official Assembly program app. If a signed Letter of Agreement is not submitted, the program will not be included on the Web site or in the program app. A list of confirmed faculty is also due at this time.
12/29/17	Assembly app and advertising deadline may be extended. (Additional fees may apply.)
1/5/18	AAHPM to provide logistical information packet, including: AV equipment, floor diagram and facility contacts.
1/5/18	Program fees and accompanying signed Letters of Agreements must be received by AAHPM
1/26/18	Draft copy of invitation/marketing materials submitted to AAHPM for approval
2/2/18	AAHPM will provide a mailing list for pre-registrations for meeting
2/16/18	Room Drop Closing (optional, additional fee)
3/14/18	Annual Assembly March 14-17, 2018
5/11/18	Summary of program evaluations to AAHPM post-conference
8/31/18	Summary of outcome evaluation to AAHPM