



## Application for Satellite Symposium at ASE 2023

A Satellite Symposium is an educational session peripheral to the ASE 2023 Scientific Sessions, which is designed to meet the medical education needs of the echocardiography community. These may be offered with CME or be Non-CME. Complete this application and email it to Ryan Cliche at [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com) to host a Satellite Symposium at the ASE 2023 Scientific Sessions. If you require additional space on this form to supply application information, you may submit that information in a Word document in addition to this completed form. All fields are required unless specified otherwise, and incomplete applications will not be processed. *Space and time slots are limited, so we encourage you to submit your application as early as possible to secure a Satellite Symposium opportunity.*

**Deadline for applications: Tuesday, May 23, 2023**

### PROGRAM INFORMATION

Title of Program/Symposium:

Proposed Program/Agenda [include talk titles and faculty (names, designations, titles, and affiliations)]:

Program/Course Director: (include title and affiliations):

I confirm that all faculty will provide disclosures to Symposium participants prior to and at the start of their presentations. Check box:

Summary of Needs Assessment with References and Desired Result (Complete if providing CME/CE Credit):

Learning Objectives:

Abstract Summary of Program: This description will be included in select printed and electronic materials. ASE reserves the right to edit this and other sections for length, grammar and to meet ASE style rules. (Limit 150 words.)

Target Audience:

Anticipated Number of Attendees:

If the proposed educational event will involve discussion of a manufacturer's products, please list those product(s) and manufacturer(s):

Accreditation Statement: (Complete if providing CME/CE credit)

Evaluation Process: (Complete if providing CME/CE credit)

Room Set-up (select one):

Schoolroom

Theater

Rounds

Crescent Rounds

Other, specify:

If A/V will be used, what type of projection planned (select one):

Front

Rear

## **CONTACT INFORMATION**

### ***CME/CE Accredited Provider:***

Company/Institution Name:

Contact Title:

Contact Name:

Contact Email:

Contact Phone:

Contact Title:

Contact Address:

### ***Grantor/Commercial Supporter:***

Company Name:

Contact Title:

Contact Name:

Contact Email:

Contact Phone:

Contact Title:

Contact Address:

**Organizer (company developing and producing the Satellite Symposium):**

Company/Institution Name:  
Contact Title:  
Contact Name:  
Contact Email:  
Contact Phone:  
Onsite Contact Cell Phone:  
Contact Title:  
Contact Address:

**Additional Third Party Planner/Organizer Contact (optional; will also receive updates about Satellite Symposium approvals and follow up communications):**

Company/Institution Name:  
Contact Title:  
Contact Name:  
Contact Email:  
Contact Phone:  
Onsite Contact Cell Phone:  
Contact Title:  
Contact Address:

**SCHEDULING INFORMATION**

*Please indicate your 1st choice, 2nd choice, and 3rd choice for Satellite Symposium time slots. ASE will do its best to accommodate your request but cannot guarantee you will be assigned your preferred time slot, since these will be assigned on a first-come, first-served basis. Satellite Symposia will be assigned by ASE to ballrooms at The Westin Washington National Harbor or at another location adjacent to the ASE 2023 Scientific Sessions.*

Friday, June 23, 2023; 6:30 PM – 9:30 PM

Saturday, June 24, 2023; 7:00 PM – 9:30 PM

Sunday, June 25, 2023; 6:30 PM – 9:30 PM

Note: Satellite Symposia registration and meal functions, which are the responsibility of the Satellite Symposium Organizer, are permitted to begin no more than one half hour prior to the event's start time. In addition, more than one Satellite Symposia may be scheduled by ASE for each time slot.

**REGISTRATION INFORMATION**

Please provide a website URL address or email address for potential attendees to obtain more information and register for the symposium:

**ADMINISTRATIVE FEE INFORMATION**

The administrative fee for holding a Satellite Symposium is \$25,000 (*per Satellite Symposium*) and is due in the form of a check or wire transfer, payable 30 days after receipt of confirmation of approval. A confirmation letter and invoice for the administrative fee will be emailed to the Satellite Symposium Organizer contact upon approval of your Satellite Symposium application.

Note: food and beverage orders, including minimums required per assigned space, audiovisual, room

rental fees, or additional services/costs and tax will be the responsibility of the Organizer. Room rental costs/minimums per space will be provided prior to securing and outlined in the agreement for your Satellite Symposium.

### **ASE COVID-19 VACCINATION/TESTING POLICIES**

ASE's Live Course COVID-19 Statement is based on Centers for Disease and Control (CDC) guidance and will continue to evolve as the COVID-19 situation changes. All attendees, exhibitors and vendors are required to follow the terms found in the Statement. The Statement can be reviewed here: <https://www.asecho.org/live-course-statement>.

### **SIGNATURE INFORMATION**

Name:

Title:

Date:

Organization:

Signature:

By submitting this signed Satellite Symposium application form, you are verifying that all of the information provided is accurate and that you agree to pay the administrative fee promptly upon ASE acceptance of your Satellite Symposium application. The administrative fee must be received by ASE before ASE will promote your Satellite Symposium.

For more information, please contact:

Ryan Cliche

Blackwood CME

Phone: 202-557-8599

E-mail: [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com)