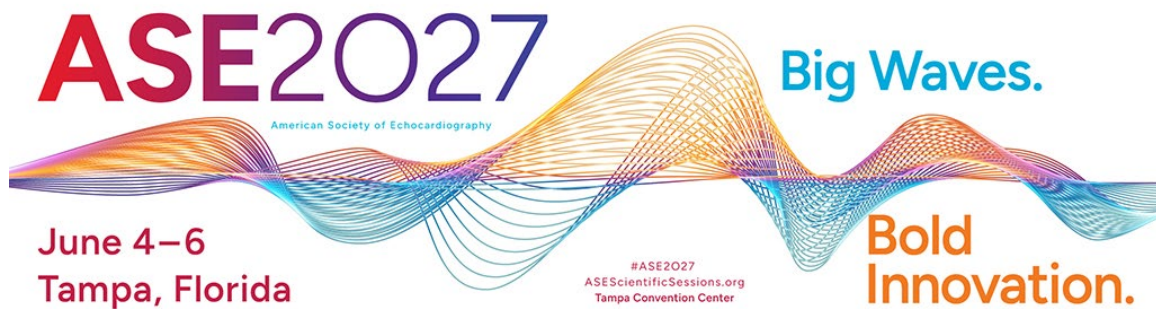




Official Educational Satellite Symposia Guidelines

All Official Educational Satellite Symposia must adhere to the guidelines in this document. An Official Educational Satellite Symposium is defined as an educational session peripheral to the American Society of Echocardiography (ASE) 2027 Scientific Sessions, which is designed to meet the continuing medical education needs of the echocardiography community. These satellite symposia may be one of the following:

- **Certified Educational Programs:** CME certified for physicians or allied health professionals in attendance.
- **Non-Certified Educational Programs:** Educational Programs/Product focused presentation geared to physicians that do not carry CME.
- **Programs intended for International Attendees Only** which may be supported by companies based in the United States or outside of the United States.

The supporting organization must be a medical device or pharmaceutical company, academic institution, or nonprofit organization. All employees of the CME accredited provider/sponsor, supporting organization(s), program organizers, and all agents thereof must be informed of, and in compliance with the applicable educational guidelines. Non-Compliance may affect promotional opportunities and eligibility for participation in future ASE meetings.

SATELLITE SYMPOSIA SCHEDULING INFORMATION

To schedule a Satellite Symposium, please contact dana_olson@AFassanoCo.com. Symposia will be scheduled on a first-come, first-served basis.

When submitting a Satellite Symposium application, the following information will need to be provided. The deadline to submit these details is April 23, 2027.

- CME/CE Accredited Provider (if offering CME)
- Grantor/Commercial Supporter information (if applicable)
- Organizer main contact information
- Proposed program information including: title, topic, learning objectives, abstract summary, etc.
- Target Audience
- Preferred date/time
- Preferred room assignment
- Preferred room set-up (classroom, theater, rounds, crescent rounds, etc.)
- Anticipated number of attendees
- Estimated square footage needed (especially if planning to include a hands-on portion of your Symposium that requires extra space or set up time)

Satellite Symposium administrative fee:

- Breakfast Symposium: \$25,000
- Evening Symposium: \$30,000

Available dates and times for Satellite Symposia:

- Friday, June 4; 6:30 – 8:00 PM
- Saturday, June 5; 6:00 – 7:30 AM
- Saturday, June 5; 6:30 – 8:00 PM
- Sunday, June 6; 6:00 – 7:30 AM

SCHEDULING/SPACE ASSIGNMENT PROCESS

ASE reserves the right to assign the best function space available at the time of assignment. We will attempt to accommodate your preferred location request but cannot guarantee any specific location. Function space has been reserved at the Tampa Convention Center. Additional venues may be added at the discretion of ASE.

ASE will determine the maximum number of symposia that will be held on any given day for each designated time slot. Registration and meal functions for all satellite symposia are permitted to begin **no more** than one-half hour prior to the event start time but may continue after the event has begun.

FINALIZING YOUR SATELLITE

Once your satellite symposium date and location are approved by ASE, the organizer main contact will receive an email with a Letter of Agreement (LOA) for signature.

SATELLITE SYPOSIUM ADMINISTRATIVE FEE PAYMENT

Payment is due 30 days after receipt of approval via check or ACH.

MARKETING GUIDELINES

All guidelines must be followed for approved Official Educational Satellite Symposia.

Approved satellite symposia will be recognized in the following materials:

- ASE 2027 Scientific Sessions webpage listing
- General directional signage on-site at ASE 2027
- ASE Scientific Sessions Sponsorship webpage
- One-time use of postal mailing addresses (no email addresses) of ASE 2027 pre-registrants.

INVITATIONS/PROMOTIONS

Providers/sponsors are responsible for promoting the symposium, registering attendees, and management of onsite operations. **All invitations or solicitations to attend an Official Educational Satellite Symposium must receive ASE's approval prior to distribution or posting.** *All promotional materials must be sent in PDF format by no later than April 23, 2027, for review.* Any proposed revisions to approved invitational/promotional materials must be resubmitted to ASE for approval. If you are marketing the symposium on your website, be sure to include the URL with the marketing materials you are submitting.

All materials must contain the following statement:

This program is not part of the official ASE 2027 Scientific Sessions as planned by the ASE Program Committee. This event is not sponsored by or endorsed in any way by ASE.

Invitations and announcements addressed to attendees should clearly indicate the name(s) of the organization(s) funding the program and the CME accredited provider/sponsor. **Promotional materials of any kind may not include the ASE or ASE 2027 Scientific Sessions logo/branding.** These rules apply to materials developed for use before, during, and after Scientific Sessions. ***Do not print any materials before they have been approved by ASE.***

For purposes of clarity, ASE respectfully suggests the following language to include on your advertisements, invitations, or mailings. (*Select for inclusion the language that best fits your registration rules.*)

- Pre-registration is required; only pre-registered attendees will be allowed entrance.
- Pre-registration is preferred; however, on-site registration will be accepted if space is available. (Capacity for this symposium is X.)
- On-site registration is available for the first attendees.
- The symposium is only open to healthcare professionals.

SCIENTIFIC ATTENDEE MAILING LIST

Official Education Satellite Symposia that have a signed, completed agreement and have submitted payment should be prepared to submit a copy of their mailer to ASE for approval. Once the mailer has been approved, the main point of contact will receive a postal mailing list (no email addresses) for a one-time use.

ONSITE MARKETING GUIDELINES

Distribution of approved Official Educational Satellite Symposia invitations/announcements is permitted only from grantors' exhibit booths. Promotional materials may not be distributed in the aisles or anywhere else within or outside of the convention center property or official hotels, unless additional sponsorships have been purchased (such as the hotel guest room drop).

Non-compliance with this regulation will result in confiscation of the materials and removal of the CME provider from our list of approved companies for a minimum of one year. The Grantor/Commercial Supporter is subject to the regulations as stated in the violation section of these guidelines.

ONSITE SIGNAGE PRODUCED BY SUPPORTER

For satellites held within a Convention Center, onsite promotion includes three (3) signs produced by the supporter including any sign(s) placed at the door. These signs may be placed beginning four (4) hours prior to symposia events and may only be placed in the venue where the function is being held. Signs must follow the venue guidelines and any planned sign larger than (1) meter must receive approval from ASE and the venue prior to printing. *Organizers must receive the venue's permission as to placement.* No commercial supporter logos or trade names may be used on signage for accredited continuing education sessions.

Additional signs within the contracted exhibit space assigned to the accredited continuing education and/or CE accredited provider/sponsor or Grantor/Commercial Supporter are allowed.

No other signage produced by the supporter is allowed. **ASE will remove signs that are in violation of the above specifications without notice.**

PROGRAM CONTENT

All Official Educational Satellite Symposia designated for CME credit must be independent, objective and balanced, and free of commercial bias. They must include collection and delivery of appropriate disclosure statements. Acknowledgement of all disclosures must be made verbally or via slides at the beginning of every educational presentation. ASE reserves the right to send a representative to observe the educational event to ensure that the presentations are in compliance with ACCME and other appropriate guidelines.

OPEN PAYMENTS

CME certified educational programs are exempt from Open Payment Reporting. ASE requests that all Official Educational Satellite Symposia offer attendees the option of paying for their own meal. Please include this option in the program's registration link, marketing materials, respective programs, and onsite.

In addition, although compliance with the AMA's *Ethical Guidelines for Gifts to Physicians from Industry* is the responsibility of the individual physician, every effort should be made to ensure that the American Society of Echocardiography (ASE) members and other Scientific Sessions attendees are not subjected to situations that would violate the guidelines. When applicable, appropriate reporting should be made in accordance with the *Sunshine Act* by the educational provider or non-certified sponsor.

VIOLATIONS

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, ASE requires each CME accredited provider/sponsor, commercial supporter or organizer of the program to agree that they, their employees, speaker(s), program organizers, and agents will observe all applicable ASE, ACCME, AMA, ANCC-COA, and/or other applicable state and federal guidelines. ASE, at its sole discretion, reserves the right to revoke privileges for future meetings of any CME provider/sponsor, commercial supporter, or organizer involved in planning an Official Educational Satellite Symposium that is not in compliance with the aforementioned guidelines. Violations of Official Educational Satellite Symposium guidelines may result in a one-year suspension from participation in ASE events or other disciplinary actions.

DISCLAIMER

ASE is not responsible for unsatisfactory attendance. In addition, ASE is not responsible for marketing of the Official Educational Satellite Symposia. It is the responsibility of the accredited continuing education and/or CE provider/sponsor to promote the event. ASE will process location and timeslot of satellite symposia on a first-come, first-served basis. ASE assumes no responsibility for determining whether or not symposia, topics, or supporters are competitive. Content, recommendations, and opinions presented during your symposium are solely those of the presenters and/or the provider/sponsor. They do not represent the position of or endorsement of ASE. ASE does not review the full presentations or evaluate the discussions at these events. Therefore, it makes no warranty, endorsement, or recommendation regarding the safety, effectiveness, quality, or costs of such.

TERMINATION & CANCELLATION

In connection with the program, the supporter represents and warrants complying with all applicable laws. The provider may terminate this agreement at any time for the following reasons: evidence of violations of ACCME Standards for Integrity and Independence in Continuing Education or the American Society of Echocardiography's Relationship with Industry Policy in connection with this CME activity. Upon termination of this agreement due to the above specified reasons, the provider shall not be required to return any used funds for this program.

In the event the supporter cancels this program, prior to February 1, 2027, the provider will refund 50% of the contracted fee. If the supporter cancels this program after February 1, 2027, then 100% of the contracted fee is due within 21 days of cancellation.