

July 30–August 3 2022


 ATLANTA

ANNUAL CONVENTION & SCIENTIFIC ASSEMBLY



NMA 2022 Annual Convention & Scientific Assembly – Satellite Symposia Application

July 30 – August 3, 2022 • Georgia World Congress Center • Atlanta, GA

The National Medical Association (NMA) is pleased to offer exhibitors and non-exhibitors the opportunity to host a Satellite Symposia during evening hours at the Hyatt Regency Atlanta. This is an opportunity for an industry sponsor and its representatives to conduct a speaker-led presentation that meets the requirements of FDA/OIG guidelines and the PhRMA and/or AdvaMED marketing code. It is the responsibility of the industry sponsor to design and develop all presentation content and distribution materials, as well as select, recruit, and train the speaker for the program. As a matter of policy, NMA is not involved in any aspect of the content development or the client's strategy, nor tactics related to the peer-to-peer program area. Presentations will run unopposed to CME programming, in pre-scheduled and advertised presentations during the NMA 2022 Annual Convention and Scientific Assembly. The Satellite can be coordinated with a Specialty Section's Award Program (approximately one hour). Please see [NMA policies 500.250 and 500.255](#) regarding additional rules for Non-CME Activity.

Please Note: Food & beverage orders including minimums required per assigned space, audiovisual, custom furnishings outside standard room set or additional services/costs and tax will be the responsibility of the sponsor. Additional costs/minimums per space will be provided prior to securing and outlined in agreement per satellite symposia.

Additional Terms/Client Responsibilities:

Respect, acknowledge and support the obligations of the accredited provider by adhering to the ACCME Standards for Integrity and Independence in Accredited Continuing Education, including the need to ensure separation of education from promotion. NMA recognizes that a CME Satellite Symposia presentation cannot be promotional, nor may they concentrate on specific products or drugs. Any Satellite Symposia CME activity must abide by ACCME Standards and Criteria. Additionally, NMA will not be responsible for accreditation of any satellite activity. If a satellite activity is to be CME accredited it must be certified and managed by a non-NMA accredited provider, and clearly denoted as such.

NMA does not guarantee any attendance numbers, market individual programs, or accept responsibility for the content strategy or tactics related to the presentations used by the industry supporter. The date and time will be determined to best fit your targeted audience schedule for a successful Symposia.

<input type="checkbox"/> Exhibitor	\$30,000 Company presentation of a product or educational presentation
<input type="checkbox"/> Non - Exhibitor	\$35,000 Company presentation of a product or educational presentation

Additional Option: Enduring Product

- **Post-production:** The presentation capture as an enhanced video player for your own use.
- **Hosting:** Final edited video (one (1) edit available; additional edits at sponsor's cost) on the National Medical Association (NMA) Education Tab from the NMA landing page through December 31, 2022.
- **Presentation description:** Presentation title with 50-word or less description listed under the NMA Education landing page.

Exhibitor Enduring Product: \$10,000 Non-Exhibitor Enduring Product: \$15,000

Payment must be included with application. Application must be received no later than May 31, 2022.

Questions? Meredith Turner | (856) 302- 0882 | Meredith.Turner@AFassanoCo.com

Application Process

Satellite Symposia applications should be submitted using the Satellite Symposia Application form. The application deadline is May 31, 2022*. Applications are reviewed on a first-come, first-served basis and need to include all required information to be reviewed. Applicants will be notified in writing of acceptance with an email confirmation of assigned date and time slot no later than July 1, 2022.

*To ensure your Satellite Symposia information is included in the official promotional benefits as outlined above, your application must be received and approved no later than July 1, 2022.

Cancellation Policy

Please note, NMA does not guarantee attendance for the Satellite Symposia and will not refund fees on the basis of attendance.

This agreement is automatically terminated in the event the National Medical Association (NMA) 2022 Annual Convention and Scientific Assembly is cancelled due to force majeure or causes that are beyond reasonable control. As used herein, a "Force Majeure event" shall mean any cause or circumstance beyond the provider's control making it illegal, impossible or commercially impracticable to hold the event or which otherwise has a materially adverse effect on the ability of the provider to perform its obligations under this Agreement, including, but not be limited to: fire; casualty; flood; epidemic; World Health Organization travel advisory or travel alert; earthquake; volcanic eruption; explosion or accident; blockade embargo; inclement weather; governmental restraints; restraints or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; act or threatened act of terrorism, strike, lockout, boycott or other labor disturbance; Venue cancellation, inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, state or federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God.

Should NMA transition to a Virtual Scientific Sessions only, all funds received for the NMA 2022 Annual Convention and Scientific Assembly will be automatically transferred to the NMA 2022 Virtual Convention. If an all-virtual event takes place, NMA will work with exhibitors to provide a virtual exhibiting experience that is equitable to the financial commitment made for the live sessions. Should an exhibiting company choose not to participate in the NMA 2022 Annual Convention and Scientific Assembly, a refund will be provided minus a 20% non-refundable administrative fee. NMA reserves the right to amend or cancel this agreement at any time based on consideration of expenditures and commitments already made.

Additional Fees

- All costs related to production of company designed bag insert, distribution materials, etc.
- Any electrical, telephone, internet service or technicians, alterations to room sets (as approved by NMA in advance), shipping/receiving charges and any additional services not outlined as included in the Satellite Symposia fee.

For further information regarding Satellite Symposia or Exhibit Space, at the NMA Annual Conference please contact Meredith Turner at Meredith_Turner@AFassanoCo.com

Content Control & Compliance: The NMA does not maintain control of the content of the Satellite Symposia. It is the responsibility of the sponsoring entity (Satellite Symposia organizer) to develop and implement the program content and related logistics. All Satellite Symposia should fully comply with all applicable U.S. Food and Drug Administration (FDA) laws and guidelines on industry supported scientific and educational activities, PhRMA Code on Interactions with Healthcare Professionals, AdvaMed Code of Ethics on Interactions with Health Care Professionals, AMA Ethical Opinion on Gifts to Physicians, and the Office of the Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufactures.

Rules and Regulations

1. **Staffing & Logistics** - The sponsoring company of the Satellite Symposia shall be solely responsible for the management of the logistics for their Satellite Symposia, and for payment of additional costs related to the Satellite Symposia including but not limited to food & beverage including a minimum fee charge, additional A/V equipment, electrical, internet, phone, etc. NMA does not provide any logistical support for Satellite Symposia.
2. **Distribution of Materials** - All products and services discussed at the NMA Annual Convention shall be directly related to the NMA mission and must be of professional or educational benefit or interest to conference participants. NMA reserves the right to determine the eligibility of prospective companies for inclusion in its conference. Companies shall not distribute anything to conference attendees outside of its Satellite Symposia.

All presentations, meetings, distribution of literature, and the transactions of business of any nature shall be made WITHIN the Satellite Symposia during the contracted time slot. Temporary booth and/or Satellite Symposia personnel, including third-party planners, shall be restricted to the same aforementioned Guidelines as authorized exhibitor personnel. Solicitation outside the Satellite Symposia or intercepting those in attendance for advertising purposes is strictly prohibited.

3. **Promotional & Marketing Materials** - All promotional and marketing materials must be submitted and approved by NMA prior to distribution. The use of NMA's Corporate Logo is not permitted on any promotional and marketing materials. All material must contain **one** of the following statements, applicable to your Symposia:

Non-CME Credits Disclaimer:

"The Satellite Symposia's content and the views expressed therein are those of the sponsor and not of NMA. Satellite Symposia are a part of NMA's Exhibit Program. This program is not intended or eligible for continuing medical education (CME) credits and does not meet guidelines governing CME."

CME Credits Disclaimer:

"The Satellite Symposia's content and the views expressed therein are those of the sponsor and not of NMA. Satellite Symposia are a part of NMA's Exhibit Program. This program is intended and eligible for continuing medical education (CME) credits and meets guidelines governing CME that have been approved by a non-NMA accredited educational provider."

Promotional materials, even if approved, may not be handed out anywhere. The prohibition includes distribution in hotel lobbies, restaurants, in front of the event hotel or in or around the convention center. NMA's name, seal, logo, and acronym are proprietary marks and may not be used in signs, advertising, or promotions in any media or on product literature either inside or outside exhibit area. This rule applies before, after and during the meeting. Submit artwork in PDF format to [Meredith Turner](#). For assistance call 856-302-0882.

4. **Promotional Signage** - NMA will include Satellite Symposia Schedule in the NMA Convention Program. Applicants hosting a Satellite Symposia are permitted to supplement signage in the NMA Registration area and outside the Satellite Symposia beginning the morning of the applicant's time slot and **must be removed immediately** after the conclusion of the time slot. Signs must be professionally printed, no larger than 22" x 28", and may be ordered through NMA's official decorator or a contractor of the applicant's choosing. Any signs not properly removed after the conclusion of the time slot, will be considered trash, and discarded.

Please note: Proposed copy for signage must be approved by NMA prior to printing. Applicants may display signs promoting their Satellite Symposia within their own contracted exhibit spaces or outlined in item (4. Promotional Signage). Companies violating these rules will have their item removed/confiscated. Production of signage and easel rental are the responsibility of the participant.

5. **Limitation of Liability** - The sponsoring company and affiliates shall indemnify NMA and all associates of NMA against all claims, demands, actions, expenses, damages penalties, attorneys' fees or proceedings incurred by NMA as a result of the publications distributed at, statements made during or any other conduct arising out of or in any way connected with the Satellite Symposia.

Meeting Room - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the facility. Applicants may not apply paint, lacquer, adhesive or any other coating to building columns and floors. Applicants are liable for any damage caused to Satellite Symposia floors, walls, columns, or to standard Satellite Symposia furnishings and equipment, or to other applicants' property. The contracted applicant is responsible for all personal and corporate property placed in Satellite Symposia space.

6. Security and Insurance – Any non-exhibiting company must provide Certificate of Liability Insurance. The Satellite Symposia area is not a secured area. NMA will not be liable for damage or loss to sponsoring company’s property, nor shall NMA be liable for any injury that may occur in the Satellite Symposia area.
7. Changes to Materials - No changes shall be made to any aspect of the presentation after acceptance has been granted without express written consent of NMA.
8. Agreement to Conditions - Each company’s employees agrees to abide by these conditions.
9. Amendments - NMA shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the Satellite Symposia.
10. Give-a-ways - Companies are permitted to distribute from the Satellite Symposia, during their assigned time slot only, non-exclusive giveaways in accordance with the [AMA Ethical Guidelines](#).

In addition, applicants are encouraged to review and adhere to other applicable guidelines and codes of ethics, such as the Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Healthcare Professionals, Advanced Medical Technology Association (AdvaMed) Code of Ethics on Interactions with Health Care Professionals and the Office of Inspector General’s (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers. Pharmaceutical and device companies are reminded to pay special attention to the recently revised PhRMA and AdvaMed Codes, respectively, which prohibit their members from distributing many traditional giveaway items.

Giveaways should be associated with products or services. NMA encourages all applicants to check with their companies’ own medical affairs/compliance staff for guidelines adhered to by their own companies. All giveaways must be registered via the online Additional Giveaway / Booth Activities form found in the Exhibitor Service Kit.

Satellite Symposia Application

Please complete the following application:

Contact Name: _____

Title: _____

Organization: _____

Tel: _____ **Cell Phone:** _____ **Fax:** _____

Email Address: _____ **Website:** _____

Address: _____

City: _____ **State/Prov:** _____ **Zip/Postal:** _____ **Country:** _____

Sponsoring Company: _____

Topic of Symposia Presentation: _____

Title of Symposia Presentation: _____

Description of Symposia Presentation: _____

Satellite Symposia Application Continued...

Speaker Information (Name, Company, Title, Credentials):

Speaker: _____

Speaker: _____

Speaker: _____

Application Requirements:

The following information must be provided upon confirmation of Satellite Symposia application

- Title of Satellite Symposia to be used in the Convention Program and other marketing materials
- Brief description of the Satellite Symposia to be used in the Convention Program
- Faculty (name, title, and C/V/Bio)

Please select the appropriate choices:

Satellite Symposia Exhibitor OR Satellite Symposia Non-Exhibitor

CME Accredited Symposia OR Non-CME Accredited Symposia

If CME Accredited, please list who the CME accredited educational provider will be.

Enduring Product: Yes No

Please select method of payment below:

Check Enclosed (*payable to the National Medical Association in US Funds*)
NMA Tax ID No. 53-6010805



Email ONLY TO: processing@AFassanoCo.com

USING ONLY THIS encryption-forcing subject line: [Confidential] NMA 2022 Satellite Symposia Application

VISA MasterCard AMEX

Name as it appears on card: _____

Credit Card #: _____ Expiration Date: _____

Signature: _____

IF MAILING:

ADDRESS TO:

NMA 2022 SALES & SUPPORT

c/o A. Fassano & Company
3434 Old Capital Trail
PO Box 5283
Wilmington, DE 19808

